



STAFF REPORT

City Council

Meeting Date:

6/10/2025

Staff Report Number:

25-093-CC

Public Hearing:

Public hearing on the proposed fiscal year 2025-26
budget and capital improvement plan

Recommendation

Staff recommends that City Council:

1. Hold a public hearing on the proposed budget for fiscal year 2025-26 and capital improvement program (Attachment A);
2. Provide direction on budget strategies and/or service level enhancements to incorporate into the fiscal year 2025-26 budget for adoption June 24; and,
3. Review a report on City workforce vacancies, recruitment and retention trends in compliance with Assembly Bill 2561 (AB 2561).

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under §2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility “to prepare and submit to the City Council the annual budget.” A public hearing on the city manager’s proposed budget is consistent with the City’s budgeting process.

Background

Preparation of the annual budget takes place primarily during the months of March through May and is informed by City Council direction including amendments to the current fiscal year’s budget, adoption of budget principles, and adoption of City Council priorities. On May 28, staff released the proposed budget on the online budget portal and held a budget workshop May 29 to provide an overview of the budget for consideration by the community and City Council. The proposed budget, presentation and recording of the workshop are available on the City’s website (Attachment A).

Effective Jan. 1, AB 2561, codified in Government Code §3502.3, requires public agencies to present the status of vacancies and recruitment and retention efforts during a public hearing at least once per fiscal year, before the adoption of the annual budget. The City is to identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The law also entitles the City’s represented labor groups to make a presentation, as desired. Additional reporting requirements apply if the vacancy rate meets or exceeds 20% in a bargaining unit; this threshold was not met for any of the City’s labor groups as of May 19.

Analysis

Staff developed the city manager’s proposed fiscal year 2025-26 budget through a collaborative effort consistent with the City Council budget principles. The proposed budget entails a baseline spending plan for

296 full-time equivalent (FTEs) employees, which includes a service level enhancement of three additional FTEs for non-sworn police personnel. The budget is available through the City's OpenGov portal (Attachment A) and is developed with the revenue and expenditure assumptions discussed in this staff report.

Fiscal year 2025-26 revenue and expenditure considerations

Revenues

The proposed General Fund budget for fiscal year 2025-26 incorporates several revenue projections, summarized below. Overall, the proposed budget anticipates revenues of \$78.6 million compared to \$76.1 million in the fiscal year 2024-25 amended budget.

- Total Property Taxes: \$38.4 million including:
 - Secured, Unsecured, Other Property Taxes: \$24.8 million; budgeted 4% growth from the prior fiscal year
 - Property Tax in Lieu of Vehicle License Fee (VLF): Anticipated shortfall of \$4.3 million (explained in greater detail in the five-year forecast below); approximately 5% of total General Fund expenditures.
 - Educational Revenue Augmentation Fund (ERAF) Rebate: \$4.7 million; budgeted 0% growth from the prior fiscal year.
- Transient Occupancy Tax (TOT): \$15.5 million; increase of \$1.9 million from the prior fiscal year driven by the higher tax rate following voter approval of Measure CC in November 2024.
- Sales Tax: \$6.5 million; budgeted 2% growth from the prior fiscal year.

Expenditures

The proposed General Fund budget for fiscal year 2025-26 incorporates the expenditure strategies summarized below. Overall, the proposed budget anticipates expenditures of \$78.3 million compared to \$76.6 million in the fiscal year 2024-25 amended budget. Each year, staff continue to refine budget development strategies to present an accurate budget reflecting the latest available data. For fiscal year 2025-26, strategies include the following:

- Department operating budgets: Staff reviewed department operating budgets, including overtime, temporary help and contract services, to minimize increased costs while maintaining existing service levels. Mid-year budget amendments may be brought forward to accommodate necessary expenditure and revenue adjustments.
- Vacant position budgeting strategy: Vacant positions are budgeted at Step C, the middle step, to more accurately estimate personnel costs.
- Vacancy and turnover factor of 13%: Reduces overall personnel costs to more accurately reflect current vacancies, upcoming recruitments, and the natural turnover of City staff while ensuring authorized positions remain properly funded.
- Non-spendable operating factor of 10%: Reduces departmental operating budgets based on historical expenditure trends to adjust for workforce fluctuations due to vacancies while ensuring costs align with actual service-level needs.
- Unfunded accrued liability (UAL): Based on the CalPERS actuarial report, an additional \$1 million UAL payment is required to meet the 15-year amortization schedule.

Key budget assumptions

The proposed General Fund budget for fiscal year 2025-26 results in a modest surplus of \$0.2 million. Staff has maintained its focus on operational efficiency to present a balanced budget. Strategies, assumptions, and changes incorporated in the proposed budget are summarized below.

General Fund contribution to the Capital Improvement Program (CIP)

The fiscal year 2025-26 budget includes a \$4.862 million General Fund contribution to CIP following direction provided by the City Council at the study session held May 13. The five-year forecast assumes the

fiscal year 2025-26 General Fund contribution of \$4.862 million is increased by an annual inflationary factor of 3% each year of the forecast.

Vehicle Replacement Internal Service Fund

The fiscal year 2025-26 budget resumes the internal service charges totaling \$1.26 million to replenish the Vehicle Replacement Internal Service Fund. These charges had been suspended due to pandemic-related shortages and other factors that prevented the acquisition of replacement vehicles. As a result, there is a backlog of vehicles to be replaced. While there are sufficient funds to acquire vehicles identified for replacement in fiscal year 2025-26, the fund does not have sufficient balance to purchase all vehicles identified for future replacement and would be exhausted in fiscal year 2026-27. Staff updated the methodology for allocating these internal service charges among departments by considering vehicle age, replacement cycle schedule and current department usage. This revised approach will provide greater predictability by distributing these costs more evenly over time.

Developer Special Revenue, Bayfront Mitigation, Downtown Public Amenity, Environmental Justice Implementation and In-Lieu Payment for Community Amenities Funds

Under the direction of City Council, these funds were separated from the General Fund for specific purposes and to provide greater transparency around these funds. In addition, some of these funds may be used for General Fund expenditures or contributions to capital projects in accordance with regulatory requirements. In the fiscal year 2025-26 proposed budget, use of these funds for the operating and capital budgets include:

- Developer Special Revenue: In Dec. 2023, City Council approved use of \$1 million annually for a period of five years, or through fiscal year 2028-29, for staffing at Belle Haven Community Campus (BHCC), followed by a reevaluation of ongoing needs.
- Bayfront Mitigation:
 - A total of \$0.037 million is requested to purchase a trailer-mounted mobile Closed-circuit television (CCTV) camera for the police department to monitor and respond to safety hot spots. This funding is for one of the two cameras included in the proposed budget as part of a pilot program.
 - Following City Council direction at the May 13 study session, a total of \$1.6 million from the Bayfront Mitigation Fund has been allocated for the SAFER Bay project.
- Downtown Public Amenity: No appropriations proposed in fiscal year 2025-26.
- Environmental Justice Implementation: Per City Council direction at the May 13 study session, \$0.25 million from the Environmental Justice Implementation Fund will be put towards the Urban Forest Management Plan.
- In-Lieu Payment for Community Amenities: \$0.1 million is requested for consultant support to scope capital projects.

Master fee schedule adjustment

In March 2025, staff released a request for proposals for professional services to conduct a cost of services study, which includes a comprehensive fee and service charge analysis and cost allocation plan. The selection process is nearing completion, with the consultant agreement expected to be brought to the City Council for consideration in June/July 2025. The study will be conducted during fiscal year 2025-26, followed by a comprehensive update to the master fee schedule for City Council review. This effort will incorporate an equity assessment, and the City Council may explore options to subsidize fees and service charges in accordance with the User Fee Cost Recovery policy (City Council Procedure #CC-22-025).

Grant funding overview

Grants continue to be an important component of the City's overall budget strategy. Most grants are accounted for in various special revenue funds as these funds are restricted for a specific purpose. At the May 13 study session, the City Council received an update on the five-year capital improvement plan

(Attachment B) following recent changes at the federal level, including notification that \$46.3 million in grant funding for the final design and a portion of the construction costs for the SAFER Bay project was canceled by the Federal Emergency Management Agency (FEMA), and an anticipated \$2 million tax credit for the renewable energy infrastructure under construction at BHCC was phased out.

As of May 2025, the City has approximately \$41 million in total grant awards. Total grant awards by departments are:

- Public works: \$33.1 million
- General administration: \$4.6 million
- Library and community services: \$3.0 million
- Community development: \$0.25 million
 - This amount does not include a multi-jurisdictional grant award by the Metropolitan Transportation Commission (MTC). The budget will be amended at a future date to account for these revenues once finalized.
- Police: \$0.1 million
 - This amount does not include the San Mateo County's JAG grant (Justice Assistance Grant) of \$0.08 million for the Community Wellness and Crisis Response Team (CWCRT), as the police department is the direct beneficiary of the services, but not the direct recipient of the funds.

The figures above represent active grants, which may span multiple fiscal years and come from a variety of sources at the county, state and federal levels. Many of these funds are awarded for specific uses, may require matching funds from the City, and/or have other requirements such as reporting and administrative tasks. Additionally, not all the awarded funds listed above have been received by the City as most are on a reimbursement basis. Most grants are accounted for in various special revenue funds, rather than the General Fund, as these funds are restricted for specific purposes. An overview of some of the projects and initiatives funded by grant awards is included as Attachment C.

Community funding program

At its May 27 meeting, the City Council adopted a resolution amending the Community Funding Program policy to update the eligibility criteria, application process, and funding procedures (Attachment D). The updated policy adjusts the funding cap from 1.7% to 1% of General Fund property tax revenue per fiscal year (approximately \$0.384 million in fiscal year 2025-26). The fiscal year 2025-26 proposed budget includes \$0.35 million for community funding allocations.

In addition, the city manager's office is coordinating with the Belle Haven Community Development Fund to potentially relaunch the Belle Haven Mini-Grant Program this year for an approximate City contribution of \$0.03 million.

Rate assistance program

The fiscal year 2025-26 proposed budget includes \$0.027 million for the annual renewal of the solid waste and water rate assistance program.

Service level enhancements and other fiscal year 2025-26 activities

Staff limited the number of service level enhancements (SLEs) that require funding in the proposed fiscal year 2025-26 budget, which are summarized for City Council consideration in Attachment E. These enhancements are intended to restore and/or improve services provided to the community with a fiscal year 2025-26 cost of \$0.38 million and an ongoing annual impact of the same amount, \$0.38 million. SLEs include 2.0 FTEs for two Parking Enforcement Officers, 1.0 FTE for a Police Records Specialist, and the costs for mobile CCTV cameras. No parking enforcement revenue has been included in the proposed budget, as the goal is to have voluntary compliance with parking restrictions; however, some amount of

parking revenue is expected, which will help offset the costs of the two FTEs. As listed earlier, staff propose using the Bayfront Mitigation Fund for a portion of these mobile CCTV cameras, thereby lessening the General Fund impact. Other fiscal year activities include the reorganization of office space for professional police staff in the records unit for \$0.23 million.

In addition, the City is focused on enhancing overall organizational capacity, pursuing shared service models, and creating policies related to public participation. The city manager's office intends to recruit for an additional position, such as senior management analyst, to assist with high demand for policy analysis and program management. This position would be filled through existing vacancies and would not increase the overall FTE count or personnel budget of the organization. This position would assist in delivering on a range of activities such as collaborating with partners; delivering homeless services; coordinating projects, services, and engagement in Downtown; tracking progress on City Council priorities; assisting with data collection on community needs; and more.

The City is also investigating a shared service model for emergency preparedness, which has become a growing priority for local governments in the area. This model would potentially share a portion of City staff time with a neighboring jurisdiction and increase overall emergency preparedness capacity in the immediate region for mutual benefit.

Staff also intend to create and implement policies for translation and interpretation services, meeting locations, and other activities aimed at fostering greater public participation.

Activities that require funding would be brought to the City Council for mid-year budget amendments.

Fund balances in the General Fund

Forecasted year end fund balances for fiscal year 2024-25

Staff prepared projected fund balances for all funds (Attachment F) for the fiscal year ending June 30, 2025, using the year-to-date expenditures and revenues recorded as of May 31. In addition, staff prepared the projected General Fund year-end fund balance, proposed budget and five-year forecast (Attachment G). Since the approval of the amended budget on Feb. 25 and presentation of the preliminary five-year forecast on May 13, which included expenditures and revenues as of mid-April, the following significant projections have been updated:

- Sales tax is estimated to be below budget by approximately \$0.3 million.
- Charges for services are estimated to exceed the budget by \$0.4 million.
- Rental income is projected to exceed the budget by \$0.6 million.
- Operating expenditures are projected to be below the budget by approximately \$2.4 million.

The previous estimated General Fund surplus as of mid-April was approximately \$1 million. Currently, the General Fund is projected to have a surplus of approximately \$3 million at the end of fiscal year 2024-25 due to higher revenues totaling \$77.5 million (\$1.4 million above budget) and lower expenditures totaling \$74.4 million (\$2.2 million below budget). Many revenues and expenditures are delayed in when they are recorded; final year-end numbers are not expected until fall 2025.

The City Council may consider using the projected \$3 million surplus for a one-time transfer to the General CIP Fund for capital projects, which would come to the City Council at a future time for appropriation for specific projects.

Alternatively, the City Council could consider using a portion or all of the projected surplus to replenish the strategic pension funding reserve for additional CalPERS UAL payments to match the 15-year amortization schedule. As background, the City Council adopted a resolution to create a strategic pension funding

reserve in 2014. The reserve has been used to pay approximately \$1 million per year against the UAL and is projected to have an ending balance of approximately \$1.7 million June 30, 2025. The proposed fiscal year 2025-26 budget will deplete the strategic pension reserve's balance to \$0.7 million, which is not sufficient to meet the annual payment amount beginning in fiscal year 2027-28. The City Council may choose to replenish the strategic pension funding reserve to ensure a multi-year funding source, allocate funding for the additional UAL payment on an annual basis during budget adoption, or direct staff to develop a longer amortization schedule for consideration.

Proposed budgeted fund balances through fiscal year 2025-26

Staff estimated fund balances for all funds for fiscal year 2025-26, along with proposed budgeted revenues and expenditures (Attachment F). In addition, staff prepared the projected General Fund year-end fund balance, proposed budget and five-year forecast (Attachment G). The proposed General Fund budget includes \$78.6 million in revenues offset by \$78.3 million in expenses, arriving at a positive \$0.2 million. Currently, the proposed budget forecasts through June 30, 2026, an unassigned fund balance of \$12.5 million and both the Emergency Contingency Reserve and Economic Stabilization Reserve are maintained at minimum policy levels of 15% and 20%. The proposed budget incorporates a 13% vacancy and turnover rate, a 10% operating factor to align operating expenses with staff capacity, a \$1 million additional UAL payment, and an anticipated \$4.3 million VLF shortfall. A summary of the fund balance components for the General Fund is presented in Table 1 below.

Table 1: General Fund balance components for fiscal year 2024-25 and fiscal year 2025-26			
Item	2023-24 year-end actuals	2024-25 year-end projection	2025-26 proposed budget
Strategic pension funding	\$2,288,532	\$1,670,009	\$658,280
Emergency contingency	11,134,689	11,165,153	11,752,184
Economic stabilization	14,846,252	14,886,870	15,669,578
Unassigned	9,029,167	12,593,873	12,451,703
Total	\$37,298,640	\$40,315,905	\$40,531,745

Reserve policies

City Council Procedure #CC-14-003 provides the fund balance policy that includes the Emergency Contingency Reserve, Economic Stabilization Reserve and Strategic Pension Funding Reserve. The proposed fiscal year 2025-26 budget funds the Emergency Contingency Reserve at the minimum required level of 15% and the Economic Stabilization Reserve at the minimum 20% level.

In April 2023, the City Council directed staff to research reserve policies of neighboring cities to compare reserve policy target levels. Reducing the required reserve levels could help address the projected budget deficit in future years. However, reserves are a major component in maintaining the City's AAA bond rating, the highest available credit rating, which enables access to better interest rates and financing options for capital projects and more.

Additional Unfunded Accrued Liability (UAL) payment

The City Council previously adopted a budget principle to implement annual UAL payments to achieve amortization of the CalPERS net pension liability in accordance with the rolling actuarial 15-year amortization schedule. The fiscal year 2025-26 proposed budget includes an additional UAL payment of

\$1 million. The City Council may consider revising its adopted budget principle to reduce or suspend this payment, which would extend the amortization schedule. CalPERS's standard amortization schedule is a period of 20 years, rather than the City's 15-year schedule. Paying down the UAL faster requires higher annual payments, but results in considerable savings on interest on a long-term basis.

Non-departmental budgets

Non-departmental includes revenues and expenditures not attributed to specific departments. In addition to expenditures that are directly related to departmental operations, there are also significant expenditures that are not directly attributable to the departments or have already been factored into the department expenditures as an internal service fund transfer. Two of the most notable expenditures not attributable to operating departments are the transfer from the General Fund to the General CIP Fund and the debt service on general obligation bonds. Some highlights in non-departmental budgets include:

Revenues:

- Developer special revenue fund (Fund 111): \$1.45 million Meta (formerly Facebook) development agreements
- Measure T bond tax assessments: \$2.2 million
- Internal service funds budget (allocated by department)

Expenses:

- Measure T bonds: \$2.6 million debt service
- Internal service funds budget (allocated by department)

Internal service funds are used for workers' compensation, general liability, retiree medical payments, information technology (IT), and vehicle replacement. Internal services are billed to departments through an allocation formula.

Anticipated budget amendments during fiscal year 2025-26 mid-year budget review

City Council typically conducts a mid-year budget review during the third quarter of each fiscal year, generally in February. Staff will continue monitoring grant funding and future appropriations authorized by the City Council to include in the mid-year budget amendment.

General Fund five-year forecast

The General Fund five-year forecast (Attachment G) reflects adopted budgeting principles and assists the City Council with long-term strategic decisions for the City's largest operating fund. The goal of the five-year forecast is to support the long-term stability of the General Fund. Revenue and expenditure assumptions in the forecast are based on current financial projections. The model received input from a variety of sources, including the executive team and expert consultants. For example, tax revenue projections are provided by HdL Companies (HdL), MuniServices, and the County of San Mateo.

Revenues:

- Property taxes forecast by HdL Coren and Cone through 2028-29 at an average annual growth of 4.3% after factoring in the latest property valuations from the County of San Mateo Assessor, including an estimate of the property tax from the former Federally owned 17-acre site of the U.S. Geological Survey Campus.
 - Educational Revenue Augmentation Fund (ERAF) Rebate is estimated to remain flat.
 - Property Tax in Lieu of Vehicle License Fee (VLF) is estimated to have a shortfall of 60% of the annual amount due to the City; however, the full amount is anticipated to be reimbursed to the City two years in arrears. The reimbursement amount is subject to much uncertainty.

- Transient Occupancy Tax (TOT) projections include the increased tax rate of 15.5% effective Jan. 1, 2026. The forecast does not consider the addition of the planned Hotel Moxy, which is currently in the building permit review process.
- Sales taxes forecast by MuniServices at an average annual growth of 2.4%.
- Licenses and permits gradually increase to historical baseline and then grow at an estimated annual rate of 3% beginning 2026-27.
- Other revenues include an annual \$0.85 million disbursement from California Employer's Retiree Benefit Trust (CERBT) for retiree medical premiums.
- Transfers from the Developer Special Revenue Fund of \$1 million for Belle Haven Community Campus (BHCC) operations through fiscal year 2028-29.
- Grant revenues have been reduced to reflect current funding levels.

Property tax in lieu of vehicle license fee shortfall

The most vulnerable area of the budget and corresponding long-term forecast is the shortfall in funding available for the State to pay the property tax in lieu of vehicle license fee obligation to the cities in San Mateo County. This shortfall is a function of the funding source used to pay the VLF, which is property tax and ERAF entitlements from local non-basic aid school districts. Because of the number of school districts in the County that have become basic aid, the funding source for the VLF payment to the cities and county has been reduced, resulting in a shortfall.

Historically, the State has backfilled the shortfall to make the cities and the county whole; however, that backfill is not guaranteed. Given the State's own budget issues, there is significant uncertainty as to whether the City will be made whole for the VLF shortfall going forward. To account for this in the long-term forecast, the shortfall is assumed to be backfilled two years in arrears, which has been the historical norm; however, the ERAF rebate received has been held flat due to the assumption that the State will ultimately seek a solution that backfills the VLF shortfall but offsets that backfill, at least in part, with another local revenue source. The forecast assumption does not take a worst-case scenario approach, which would be to assume that the VLF shortfall is no longer backfilled by the State, nor does it take a best-case scenario approach, which would be to assume a full reimbursement annually.

The City is engaged in advocacy on the VLF issue in collaboration with the County, other cities, and recently, labor groups. Over the past few years in particular, the City has routinely joined efforts to encourage a permanent State budget fix. Collective advocacy has resulted in the addition of VLF backfill to the State budget to reimburse the County and cities for prior fiscal year shortfalls. Staff will continue to work with partners to advocate for the full return of these local dollars and will continue to keep the City Council updated.

Expenditures:

- Salaries and wages are forecast based on CalPERS actuarial data with vacancy and turnover rate assumption included.
- Benefits unrelated to retirement are increased at an average annual growth of 4.5% to account for inflationary factors.
- Retirement benefits and the additional UAL payment amounts utilize the most recent CalPERS actuarial report.
- Operating expenses increase by an estimated 3% annual growth.
- The transfer to the General CIP Fund for capital projects of \$4.862 million in 2025-26 and adjusted by an annual inflationary factor of 3% for each subsequent year.

The five-year forecast projects that the total fund balance for the General Fund trends downward from \$40.3 million to \$25.3 million over the five-year period. The Economic Stabilization Reserve is funded at the

minimum policy level throughout the scenario; however, the Emergency Contingency Reserve would no longer be fully funded beginning in fiscal year 2028-29.

Proposed five-year capital improvement plan

On May 13, the City Council held a study session to provide direction on the proposed five-year capital improvement plan. Table 2 below summarizes the proposed new funding requests by topic area, rounded to the nearest \$10,000. The proposal includes approximately \$19.5 million in new funding requests for the upcoming year from all funding sources to fund 50 projects. Approximately \$60 million is proposed to be carried over from projects previously funded and in progress, resulting in an overall budget of \$79.5 million to fund 64 projects.

The General CIP Fund proposed budget includes approximately \$3.4 million of the new funding requested and receives an annual transfer from the General Fund of approximately \$4.862 million. Since projects take multiple years to implement, the General CIP Fund balance is larger than the annual transfer due to carry-over of prior year transfers. Table 2 below lists the project requests by category and the percentage that is paid from the General CIP Fund.

Category	Funding requested	Percent of total requests	Amount of General CIP requests	Percent of General CIP funds
City buildings and systems	\$2,700,000	14%	\$1,820,000	53%
Environment	\$1,000,000	5%	\$1,000,000	29%
Parks and recreation	\$1,500,000	8%	\$0	0%
Stormwater	\$1,850,000	6%	\$250,000	7%
Streets and sidewalks	\$4,045,000	22%	\$375,000	11%
Traffic and transportation	\$3,281,000	18%	\$0	0%
Water	\$5,100,000	27%	\$0	0%
Total	\$19,476,000	100%	\$3,445,000	100%

Notes:

1) Environment category – MTC grant reimbursements will reduce general capital fund expenditures by \$2 million.

2) Traffic and transportation category does not include \$4 million in funding needs for construction of the Quiet Zone.

Citywide vacancies and recruitment and retention efforts

As a part of this agenda item, the City will hold a public hearing to report on vacancies and discuss and allow for public comment regarding vacancies, recruitment and retention trends. Recognized employee organizations may make presentations during the public hearing concerning vacancies and recruitment and retention efforts. The City notified four represented bargaining units at the City about the opportunity to be present (Government Code §3502.3(b)).

Recruitment challenges facing the City include the high cost of living in the San Francisco Bay Area; long commute times due to limited affordable housing options in the area; increased demand for talented individuals in certain fields, such as professional engineering positions, building officials, police officers, communication dispatchers, and community service officers; loss of staff to other local government agencies with higher pay and enriched benefits; and changing workforce trends, such as the desire for more remote work and flexible schedules.

In 2010, Menlo Park passed a pension reform initiative (Measure L), which reduced the retirement benefits and increased the age requirement for CalPERS members, creating a Classic Tier 2 structure. This reduced the appeal of some more experienced talent to join the City, impacting previous Unrepresented Management recruitments. The statewide pension reform act (California Public Employees' Pension Reform Act, or PEPRA), which took effect January 2013, further reduced pension benefits and increased the age requirement. As more Classic members retire and a greater portion of the City's workforce are PEPRA members, this will continue to have an impact on the type of benefits needed to attract and retain employees.

Staff recognize the importance of filling key vacancies throughout the City and attracting and retaining top talent in order to provide high-quality, ongoing services to the community in a timely manner; to complete projects, including grant-funded initiatives; and to continue making progress on City Council priorities. Retaining talented staff is critical for preserving institutional knowledge, minimizing delays in services and projects due to employee turnover, and succession planning.

In compliance with AB 2561, staff prepared a detailed analysis of the City's vacancy rates presented by department and bargaining unit, as well as information on current and planned recruitment and retention strategies. The City has four labor groups representing FTEs, one labor group representing temporary employees, and two labor groups that are unrepresented.

During fiscal year 2024-25, the City had 293 budgeted FTE personnel, which includes full and part-time positions, including 5 FTE for City Councilmembers; temporary positions are not included in the FTE count. As of May 19, 250.25 FTEs are filled, with 42.75 vacant FTEs, indicating a citywide vacancy rate of 14.59%. Staff conducted 24 recruitments for FTEs and filled 46 positions through new hires, internal promotions, and advancements in a job series for the period of July 1, 2024, through April 30, 2025. During this reporting period, the average length of time to complete the hiring process from the time the position was posted to when the final offer letter was signed for non-sworn positions was 98 days. The City received an average of 43 applicants and a median of 33 applicants per open competitive recruitment, ranging from a low of two applicants for senior civil engineer and high of 123 applicants for library assistant I/II. The employee turnover rate, which measures the number of voluntary separations divided by the average number of employees during the reporting period, was 14.58%. The employee retention rate, which measures the retention of particular employees over the reporting period, was 87.33%. The current average tenure of employees is approximately 8.5 years and median tenure is 6 years. Additional information on vacancies, recruitments and retention is presented in Attachment H.

To help reduce the citywide vacancy and turnover rates, staff are working to implement various strategies to improve and enhance the recruitment and retention of qualified candidates for authorized full-time positions.

Recruitment and retention incentive programs

Staff are developing various recruitment and retention incentives that would provide the city manager with additional tools to recruit qualified candidates in classifications facing recruitment and retention challenges and to retain current employees. This may include positions with highly specialized skillsets or certification requirements, positions with a history of high turnover or failed recruitments, and/or positions deemed critical to public safety and other essential services. Potential incentives that are being evaluated include an employee referral program to reward current employees who recommend a position with the City to a job candidate who is hired and passes probation; hiring bonuses and/or relocation assistance, as needed, for employees hired into hard-to-fill positions; and retention incentives for employees with a competing job offer for employees in hard-to-fill positions. Once finalized, staff will meet and confer with the impacted bargaining units before bringing the programs to the City Council for consideration.

Additionally, competition for police officers remains a difficult challenge for public safety agencies across California and the nation. Human Resources and the Police Department have collaborated to develop a pilot program to provide hiring incentives for lateral police officers and police academy graduates. These incentives are designed to attract quality candidates in a competitive market and reduce the timeline and cost of hiring police recruits, which takes approximately one and a half years from time of hire to independent work as a police officer at an estimated cost of over \$0.1 million per recruit. This does not include the cost of overtime to backfill the vacant position until the officer completes training. Lateral police officers and police academy graduates have already completed the police academy, which reduces the hiring timeline by six months. Additionally, lateral police officers may require less field training, having already served as police officers in other jurisdiction(s). Once finalized, staff will meet and confer with the Menlo Park Police Officers' Association (POA) before bringing the program to the City Council for consideration.

These incentive programs would be cost neutral, using salary savings from vacant positions to fund the incentives. The proposed fiscal year 2025-26 budget includes \$0.25 million, drawn from salary savings in the vacancy and turnover factor, to be put towards these incentive programs.

Classification and compensation studies

Periodic studies are important for adapting to changing operational needs and ensuring the City is positioned to compete for qualified candidates in the job market. This includes focused studies to address identified needs for certain positions as well as planning for a comprehensive approach.

The City is currently meeting and conferring with the Service Employees' International Union Local 521 (SEIU) and the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) regarding a number of new classifications, amended classifications, and wage adjustments following discussions with departments on their operational needs, and reviewing internal and external compensation data for select difficult-to-fill positions. A number of these revised and newly-created classifications will provide enhanced career paths for current employees, encouraging employee retention. Following the meet and confer process, the City will bring the proposed amendments to the salary schedule to the City Council for consideration.

Staff included \$0.25 million in the proposed fiscal year 2025-26 budget to conduct a citywide classification and compensation study. The City last conducted a comprehensive study in 2015-2016. Staff will prepare a request for proposals for professional services to evaluate and make any necessary updates to each job classification, as well as conduct a study of employees' total compensation, which includes base salary, special pays, retirement, and other benefits. The City will meet and confer with the City's represented labor groups on the results of the study and bring recommendations for implementation to the City Council for consideration. Once the professional services agreement is awarded, the anticipated time it takes to conduct the study and meet and confer on the results is approximately one year.

While this analysis focuses on enhancements to the City's recruitment and retention efforts, this is not intended to diminish the City's ongoing efforts in these areas. Some of the City's offerings in these areas include (a) alternative and flexible work schedules, such as the 9/80 schedule, and the ability to work remotely in approved positions for up to two days per week; (b) a robust Employee Assistance Program for all employees, and a specialized program for first responders, along with access to an on-site gym, promoting mental and physical wellbeing; (c) numerous training opportunities for personal and professional development through Human Resources-led trainings for supervisors and managers, the San Mateo County Regional Training Development Consortium and the Liebert Cassidy Whitmore (LCW) employee relations consortium, along with tuition reimbursement programs; (d) employee engagement programs, including annual all-employee events to recognize outstanding service to the community and length of service to the

City, bimonthly opportunities for staff to gather and hear directly from the city manager and get their questions asked, monthly new employee orientations, and an annual employee health and wellness fair; and (f) enhanced employee benefits, such as a City-paid Caltrain GoPass, Clipper BayPass and access to pet insurance.

City Council direction

Staff request direction from the City Council after considering budget strategies, the proposed budget including SLEs, and five-year forecast assumptions. Staff will incorporate this direction into the proposed fiscal year 2025-26 budget for adoption June 24. Items without a clear majority to include or exclude may be deliberated after the fiscal year and incorporated as amendments to the budget if resources allow. The following draft resolutions will require adoption before July 1.

Draft resolutions

Adoption of the fiscal year 2025-26 budget and CIP (Attachment I)

This resolution formally appropriates funds and allows for expenditures during the fiscal year. Final appropriation totals will be prepared for the June 24 meeting based on the outcome of the public hearing.

Appropriations limit (Attachment J)

California Government Code sets a limit on appropriations based on a number of factors including the prior limit, population change and COLA changes. This resolution establishes the appropriations limit for fiscal year 2025-26.

Salary schedule amendments (Attachment K)

The salary schedule for permanent and temporary employees is being updated to reflect a three and a half percent (3.5%) general salary increase for the Service Employees' International Union, Local 521 (SEIU), the SEIU Temporary Employees Unit and the American Federation of State, County and Municipal Employees, Local 829 (AFSCME), pursuant to their current memoranda of understanding. These salary increases are scheduled to become effective at the beginning of the first full pay period following July 1, which is July 13. The salary range for city manager is also being modified to reflect the terms contained in the city manager's employment agreement.

Rate assistance program (Attachment L)

The City established a rate assistance pilot program for solid waste and water utilities in June 2020. This resolution extends the rate assistance program through June 30, 2026. This program is funded with non-rate revenues from the General Fund's unassigned fund balance.

Award authority (Attachment M)

City Council Procedure #21-024-CC establishes award authority and bid requirements and includes an annual adjustment in purchasing limits according to inflation. Based on the identified index, the inflation from 2024 to 2025 results in no increase in the city manager's signature authority, as indicated in the authority memo for fiscal year 2025-26. While the overall limit has not changed, pursuant to the provisions and benefits found in the California Uniform Public Construction Cost Accounting Act (CUPCCAA), which provides public agencies with economic benefits and greater freedom to expedite public works projects, two increases to the bid limit threshold prescribed in Public Contract Code (PCC) 222032 were effective beginning January 1, 2025; specifically:

- Allow projects costing \$.075 million or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order.
- Allow projects costing up to \$0.220 million to be contracted by informal bidding procedures; projects costing over this amount are still subject to the formal bidding process.

These increased limits will expedite delivery of public works projects and reduce bid processing costs. A new resolution adopting the change is not required, but they have been incorporated into the award authority memo and are provided for information purposes.

Next steps for the fiscal year 2025-26 budget

June 24: Adoption of the fiscal year 2025-26 budget

Publication of the fiscal year 2025-26 adopted budget document

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting and a notice was published in the Examiner May 31 in accordance with Government Code §29080.

Attachments

- A. Hyperlink – City budget (fiscal year 2025-26 proposed budget and CIP, budget workshop presentation and recording): menlopark.gov/budget
- B. Hyperlink – May 13 Staff Report #25-070-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250513/k2-20250513-cc-five-year-cip.pdf
- C. Grant funding overview
- D. Hyperlink – May 27 Staff Report #25-083-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250527/l2-20250527-cc-community-funding-program.pdf
- E. SLEs
- F. Fiscal year 2024-25 projected fund balances and fiscal year 2025-26 proposed budgeted fund balances
- G. General Fund fiscal year 2024-25 year-end projection, fiscal year 2025-26 proposed budget and five-year forecast
- H. Vacancies, recruitments and retention trends
- I. Draft resolution adopting the fiscal year 2025-26 budget and CIP
- J. Draft resolution establishing the appropriations limit
- K. Draft resolution amending the salary schedule effective July 13
- L. Draft resolution extending the rate assistance program
- M. Draft award authority memo for fiscal year 2025-26

Report prepared by:

Jared Hansen, Finance and Budget Manager

Brittany Mello, Administrative Services Director

Nicole Nagaya, Deputy City Manager

Stephen Stolte, Assistant City Manager

Grant funding summary as of May 2025		
Awarded project / initiative name	Lead department	Amount and source
Home electrification program in Belle Haven neighborhood in partnership with Peninsula Clean Energy (PCE)	General Administration	\$4,500,000 California Energy Commission (CEC)
Electric vehicles chargers at city facilities	General Administration	\$92,615 CEC
Anti-displacement program implementation	Community Development	\$250,000 Metropolitan Transportation Commission (MTC)
Grand nexus and feasibility study	Community Development	\$500,000 – shared across 7 jurisdictions in San Mateo County MTC
Belle Haven Child Development Center (BHCDC) programming	Library and Community Services	\$2,316,843 California Department of Education
2018 Parks Bond Act — Menlo Park Community Center	Library and Community Services	\$198,000 California Department of Parks
Main library roof replacement	Library and Community Services	\$509,179 Building Forward Library Infrastructure – California State Library
Citizens' Option for Public Safety (COPS)	Police	\$100,000 Supplemental Law Enforcement Services Funds (SLESF) COPS Grant Funding
Homeless Grant	Police	\$30,175 State of California
Automated meter reading	Public Works	\$500,000 Department of Water Resources
Caltrain grade separation	Public Works	\$1,500,000 San Mateo County Transportation Authority (SMCTA) – Grade separation program
Chrysler Pump Station	Public Works	\$5,000,000 FEMA Hazard Mitigation Program
El Camino Real – Ravenswood pedestrian crossing	Public Works	\$200,000 Alternative Congestion Relief and Transportation Demand Management Program
Electric Vehicle Chargers at city facilities and Parking Plazas	Public Works	\$2,300,000 MTC
Haven Avenue streetscape improvements	Public Works	\$600,000 CA Dept. of Parks and Recreation

Grant funding summary as of May 2025

Awarded project / initiative name	Lead department	Amount and source
Middle Avenue Caltrain Ped/Bike Undercrossing	Public Works	\$5,000,000 One Bay Area Grant Program \$4,000,000 U.S. Department of Transportation (Federal Earmark) \$1,000,000 Santa Clara County Recreational Mitigation Fund
Middle Avenue complete streets project	Public Works	\$1,200,000 SMCTA – Pedestrian and Bicycle Program
Santa Cruz Avenue and Sand Hill Road Corridor Safety Improvements project	Public Works	\$1,387,780 SMCTA – Measure A Pedestrian and Bicycle Program
Sharon/Eastridge and Oak/Oak Knoll projects	Public Works	\$450,000 SMCTA – Measure A/W Cycle 7 Pedestrian and Bike award
SAFER Bay implementation	Public Works	\$3,700,000 Phase 1 – Previously awarded, now under review FEMA Building Resilient Infrastructure and Communities
Shuttle service	Public Works	\$870,179 City/County Association of Governments of San Mateo County (C/CAG) \$610,500 C/CAG \$500,000 SMCTA \$399,185 SMCTA
Willow Road pedestrian and bicycle improvements	Public Works	\$3,500,000 SMCTA – Highway Program
Willow Road/US 101 interchange landscaping	Public Works	\$400,000 SMCTA – Highway Program

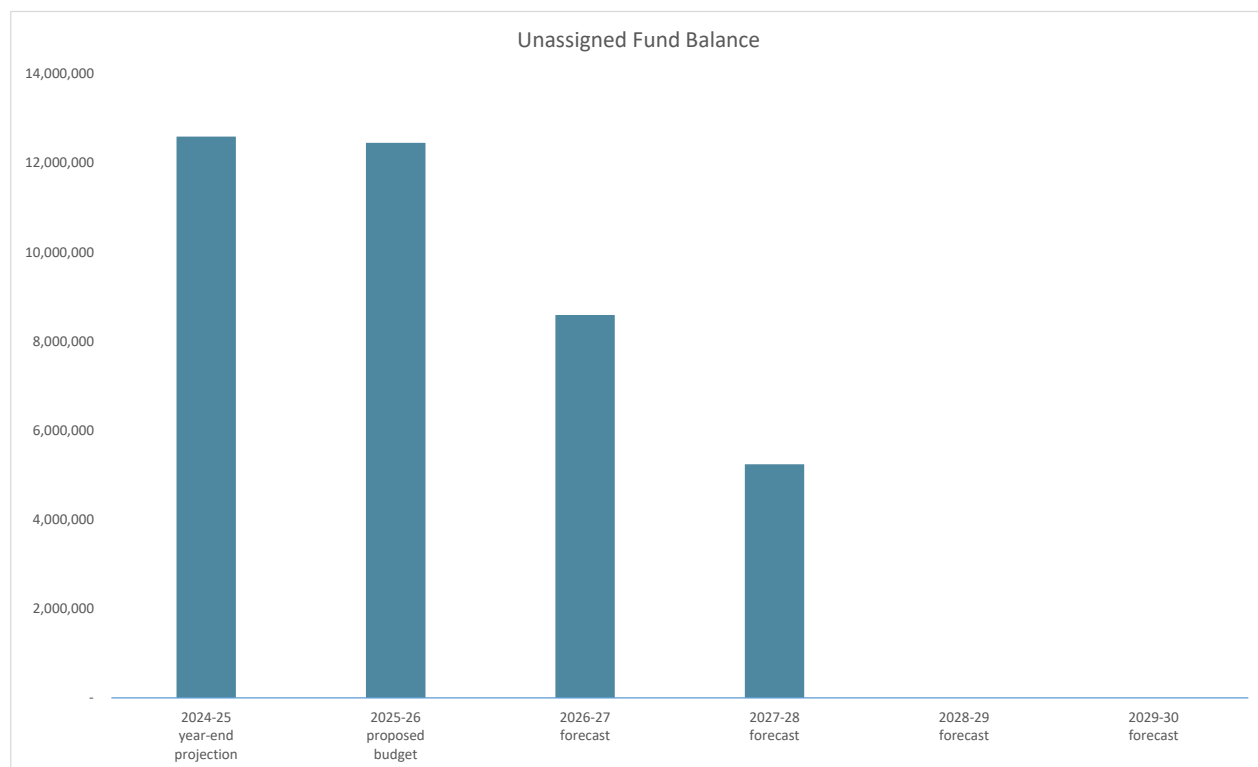
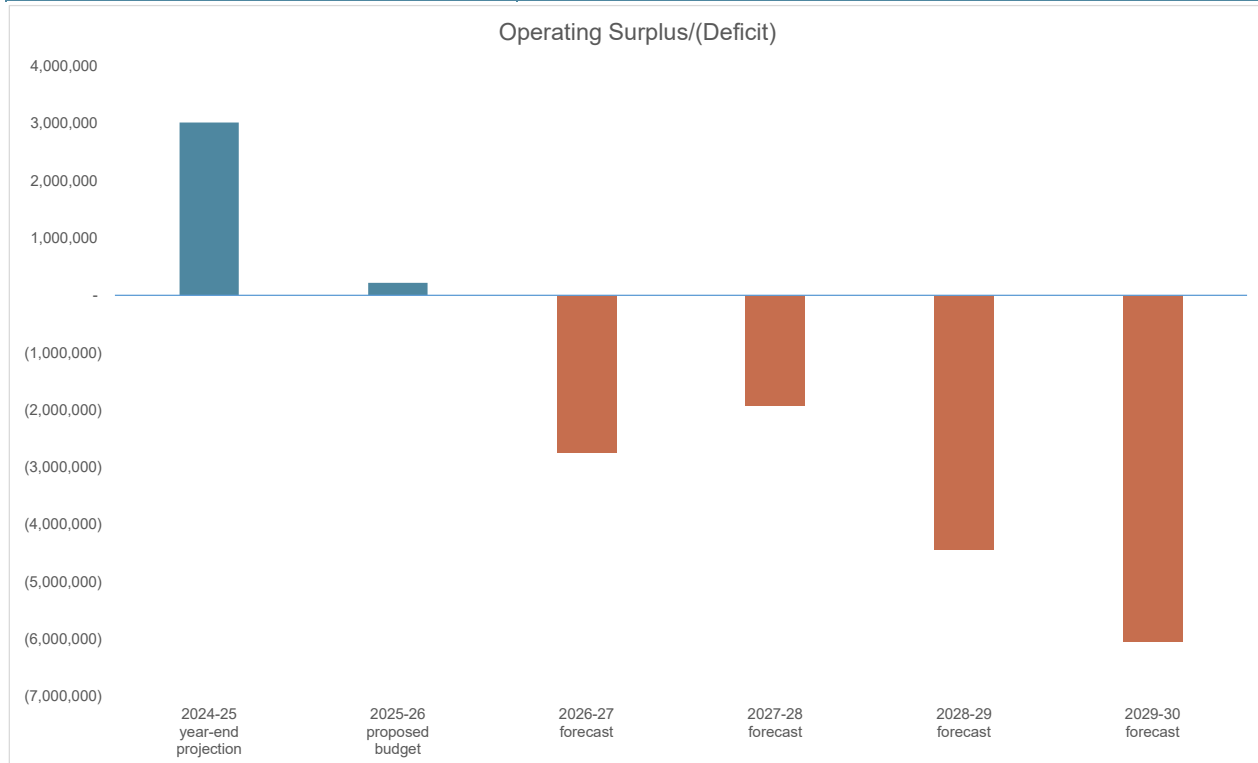
Service level enhancements		Fiscal year 2025-26		
Department	SLE description request	Anticipated revenues	Expenses	Annual recurring cost
Police	Parking Enforcement Officers - 2.0 FTE	\$TBD	\$199,596	\$199,596
Police	Police Records Specialist - 1.0 FTE	\$0	\$107,254	\$107,254
Police	Pilot program: mobile CCTV systems	\$0	\$75,000	\$75,000
Total		\$0	\$381,850	\$381,850

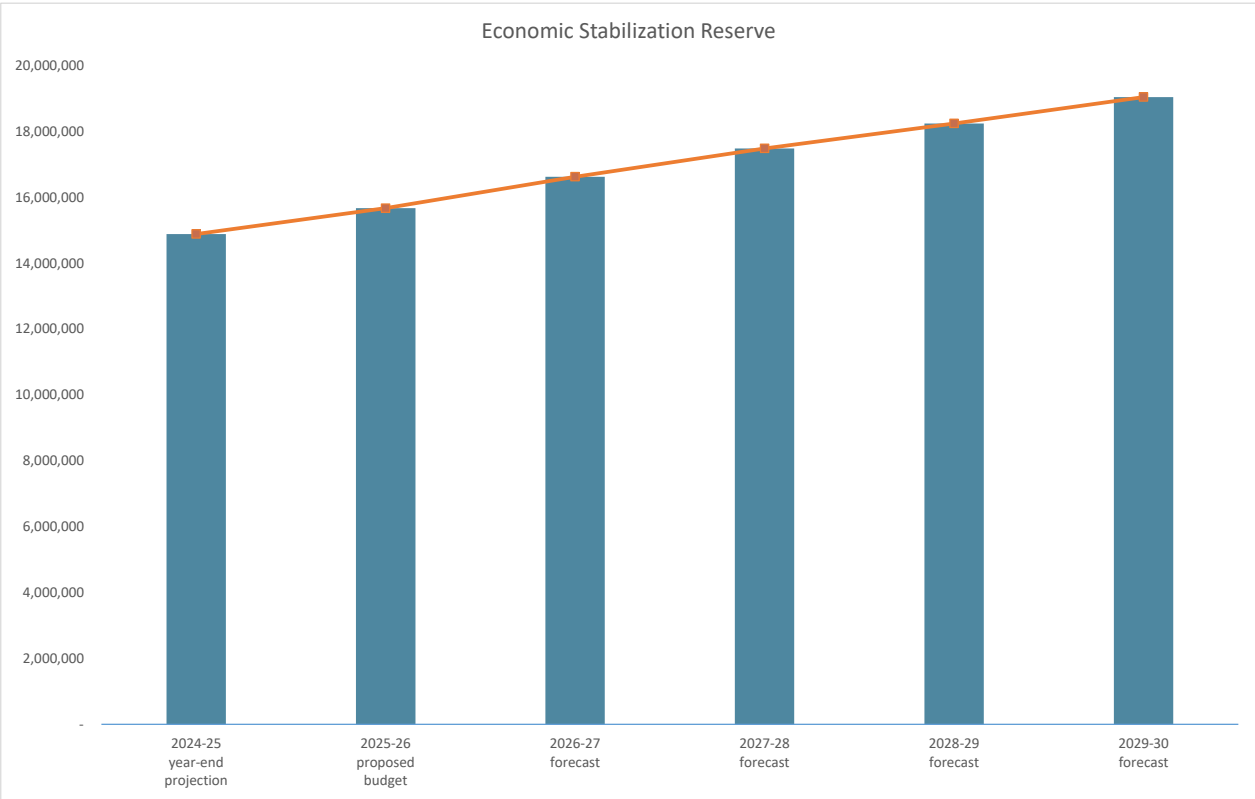
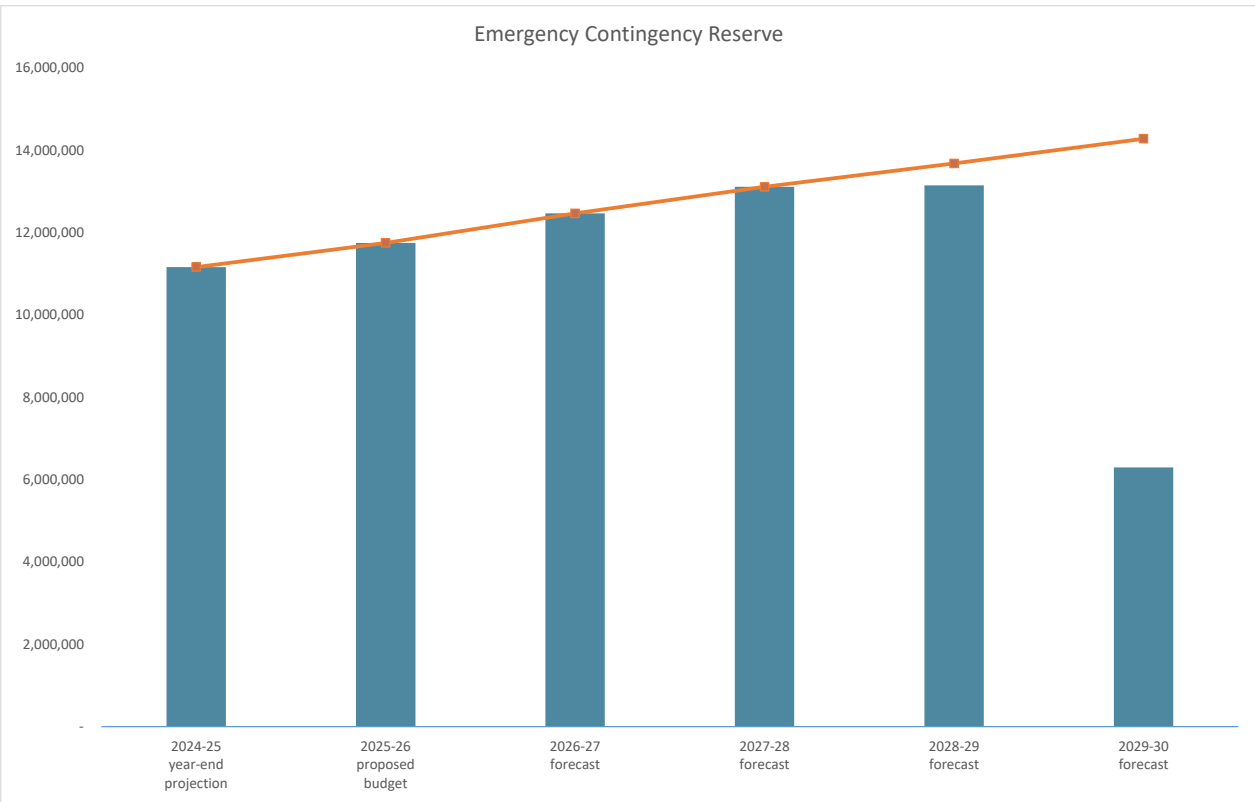
Fund	Projected Fund Balance						
	Fiscal year 2024-25 projected*				Fiscal year 2025-26 proposed budget		
	Beginning fund balance	Year-to-date revenue	Year-to-date expenditures	Projected fund balance	Proposed revenues	Proposed expenditures	Proposed fund balance
100 - General Fund	\$ 37,298,466	\$ 65,722,898	\$ (68,173,146)	\$ 34,848,218	\$ 78,563,730	\$ (78,347,890)	\$ 35,064,058
111 - Developer Special Revenue Fund	3,972,625	1,506,625	(1,000,000)	4,479,250	1,450,000	(1,000,000)	4,929,250
203 - Donations - Library and Community Services	216,472	90,326	(61,492)	245,306	206,000	(145,000)	306,306
211 - Heritage Tree	694,039	80,204	-	774,243	100,000	250,000	1,124,243
213 - CalRecycle SB1383 Local Grant	101,119	-	(34,116)	67,004	-	(98,232)	(31,228)
221 - Low and Moderate Income Housing	6,787,222	3,234	(1,800)	6,788,656	-	(14,000)	6,774,656
222 - Below Market Rate Housing	38,116,126	757,258	(591,424)	38,281,960	698,613	(750,885)	38,229,688
223 - Housing Federal Revenue Sharing	121,280	167	(1,800)	119,647	-	(4,000)	115,647
224 - Community Development Block Grant	1,402,989	179	(1,800)	1,401,368	-	(4,000)	1,397,368
252 - Childcare Food	-	31,199	(51,399)	(20,200)	60,000	(155,000)	(115,200)
253 - Belle Haven Child Development Center	-	1,424,133	(1,584,262)	(160,129)	1,568,000	(2,233,529)	(825,658)
254 - Preschool Quality Rating and Improvement System (QRIS)	4,575	103	(5,325)	(647)	14,000	(12,000)	1,353
256 - Recreation In-Lieu	1,086,753	268,584	(1,253,267)	102,070	440,000	-	542,070
258 - Coronavirus Response and Relief Supplemental Appropriations (CRRSA)	84,973	108,876	(15,699)	178,149	-	-	178,149
259 - Community Summer Enrichment Grant	10,826	-	-	10,826	-	-	10,826
304 - Belle Haven Community Campus	1,978,844	-	(2,250,938)	(272,094)	-	-	(272,094)
326 - Narcotic Seizure Fund	71,377	-	(2,650)	68,727	-	-	68,727
327 - Supplemental Law Enforcement Services Fund	448,675	194,663	(244,263)	399,075	100,000	(100,000)	399,075
328 - Downtown Parking Permits	4,192,221	983	(170,935)	4,022,269	-	(1,674,520)	2,347,749
329 - Office of Traffic Safety Grant (OTS)	12,618	24,329	(46,366)	(9,419)	70,000	-	60,581
331 - Alcoholic Beverage Control Grant (ABC)	3,090	-	-	3,090	-	-	3,090
332 - Bayfront Mitigation Fund	9,470,381	-	(1,017,875)	8,452,505	-	(1,837,500)	6,615,005
334 - Board of State and Community Corrections Wellness Grant (BCSS)	25,235	-	(24,877)	358	28,785	-	29,143
350 - Environmental Justice Program Implementation Fund	-	1,000,000	-	1,000,000	-	(250,000)	750,000
351 - Transportation Impact Fees	10,539,825	354,232	(1,185,039)	9,709,019	3,535,000	(1,973,000)	11,271,019
352 - Transportation Fund	788,159	-	(317,708)	470,450	-	-	470,450
353 - Downtown Public Amenity Fund	2,272,170	-	(268,251)	2,003,919	-	-	2,003,919
354 - Storm Drainage Fees	167,339	13,978	-	181,317	30,000	(65,000)	146,317
355 - Shuttle Program	(25,875)	821,338	(672,456)	123,007	1,109,126	(1,269,377)	(37,244)
356 - Measure A - San Mateo County Transportation Authority	980,598	1,095,276	(1,099,598)	976,276	1,480,000	(1,724,840)	731,436
357 - Highway Users Tax (Gas Tax)	2,672,654	747,860	(206,231)	3,214,283	990,861	(441,138)	3,764,006
358 - Landscape/Tree Assessment	674,797	1,092,391	(952,279)	814,909	1,181,150	(1,157,686)	838,373
359 - Sidewalk Assessment	388,899	308,274	-	697,173	342,451	(351,650)	687,974
360 - Measure M - City/County Association of Governments of San Mateo County	90,384	75,405	(142,000)	23,789	142,000	(142,000)	23,789
361 - Stormwater Management - National Pollutant Discharge Elimination System (NPDES)	372,443	300,787	(247,286)	425,944	375,100	(455,571)	345,473
362 - Construction Impact Fee Fund	7,816,095	921,654	(939,652)	7,798,098	850,000	(690,741)	7,957,357
363 - Measure W - San Mateo County Transportation Authority	1,762,653	353,473	(288,679)	1,827,447	550,000	(1,040,000)	1,337,447
364 - Road Maintenance and Rehabilitation (SB1)	876,268	615,325	(773,304)	718,289	924,763	(700,000)	943,052
365 - Landfill Post-Closure	6,857,177	993,083	(666,786)	7,183,475	1,000,000	(2,305,613)	5,877,862
368 - Bayfront Park Maintenance	165,855	-	(157,775)	8,080	-	-	8,080
369 - In-lieu Payment for Community Amenities	30,415,000	4,895,000	-	35,310,000	-	(100,000)	35,210,000
394 - Communitywide Electrification Efforts	2,248,650	-	(104,594)	2,144,056	2,250,000	(4,340,000)	54,056
396 - California State Water Resource Board Arrearage Program	192,428	(18,138)	-	174,290	-	-	174,290
401 - Measure T - Menlo Park GO Bonds	6,798,513	1,906,677	(2,182,885)	6,522,305	2,185,248	(2,618,564)	6,088,989
501 - General Capital Improvement Fund	23,002,544	7,068,839	(8,563,452)	21,507,931	7,887,864	(5,297,655)	24,098,140
600 - Menlo Park Municipal Water Capital Fund	23,904,579	9,328,426	(2,683,507)	30,549,498	2,811,861	(5,630,411)	27,730,948
601 - Menlo Park Municipal Water Operations Fund	36,120,932	11,126,256	(15,891,253)	31,355,935	13,649,935	(11,997,865)	33,008,005
602 - Menlo Park Municipal Water Capacity Fund	-	228,337	-	228,337	150,000	-	378,337
610 - Solid Waste Service	4,030,567	479,944	(378,832)	4,131,679	665,000	(606,430)	4,190,249
701 - Workers' Compensation Internal Service Fund	(294,924)	937,947	(975,874)	(332,850)	1,054,800	(1,054,800)	(332,850)
702 - General Liability Insurance Internal Service Fund	(220,085)	2,448,402	(2,392,257)	(163,940)	2,392,569	(2,392,569)	(163,940)
703 - Other Post Employment Benefits Internal Service Fund	(27,269)	913,699	(760,710)	125,720	895,000	(895,000)	125,720
704 - Information Technology Internal Service Fund	27,976	5,506,260	(3,790,096)	1,744,140	5,816,046	(5,343,051)	2,217,135
705 - Vehicle Replacement Internal Service Fund	3,964,167	114,200	(330,897)	3,747,470	1,260,041	(3,610,041)	1,397,470
830 - Successor Agency to the Menlo Park Community Development Agency	(13,989,665)	519,750	(4,923,093)	(18,393,009)	4,903,250	(4,964,500)	(18,454,259)

*Projected amounts are the year-to-date amounts recorded through May 2025 except for the General Fund. Projections for the General Funds are summarized in the General Fund projection table.

	General Fund year-end projections and 5-year forecast						
	2023-24 year-end actuals	2024-25 year-end projection	2025-26 proposed budget	2026-27 forecast	2027-28 forecast	2028-29 forecast	2029-30 forecast
Beginning Fund Balance	\$ 34,583,805	\$ 37,298,640	\$ 40,315,905	\$ 40,531,745	\$ 37,779,386	\$ 35,843,435	\$ 31,396,060
Revenues							
Property Tax							
Secured Property Tax	\$ 21,494,754	\$ 21,981,950	\$ 22,887,606	\$ 23,803,111	\$ 24,874,251	\$ 25,993,592	\$ 27,163,303
Unsecured Property Tax	460,425	890,470	917,184	944,700	973,041	1,002,232	1,032,299
Redevelopment Property Tax	2,726,705	3,119,303	3,247,818	3,377,731	3,529,729	3,688,567	3,854,552
ERAF Rebate	4,673,333	4,757,424	4,673,333	4,673,333	4,673,333	4,673,333	4,673,333
Property Tax in Lieu of Vehicle License Fee	4,652,968	7,268,751	5,664,220	4,226,032	7,348,429	7,647,942	8,008,806
Other Property Tax	1,441,217	1,027,806	1,040,218	1,248,684	1,360,047	1,409,984	1,462,168
Transient Occupancy Tax	11,827,368	13,600,000	15,469,749	16,215,385	16,215,385	16,215,385	16,215,385
Sales Tax	5,826,799	6,058,000	6,474,000	6,638,900	6,822,400	6,987,000	7,130,400
Charges for Services	7,311,381	5,598,395	5,390,650	5,552,370	5,718,941	5,890,509	6,067,224
Franchise Fee	2,568,473	2,503,417	2,578,522	2,655,878	2,735,554	2,817,621	2,902,150
Licenses and Permits	2,544,441	2,355,000	2,541,000	3,500,000	3,605,000	3,713,150	3,824,545
Business Licenses	1,870,304	2,087,195	2,013,650	2,074,060	2,136,282	2,200,370	2,266,381
Fines and Forfeitures	201,043	261,712	185,000	185,000	185,000	185,000	185,000
Intergovernmental	549,278	123,217	139,325	139,325	139,325	139,325	139,325
Use of Money and Property							
Investment Income	2,132,736	2,152,987	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Unrealized Gain/Loss	2,604,834	(188,595)	-	-	-	-	-
Rental Income	1,404,446	1,799,409	1,584,255	1,615,940	1,648,259	1,681,224	1,714,848
Other Revenue							
Miscellaneous Revenue	1,013,972	939,900	1,101,700	950,000	950,000	950,000	950,000
Sale of Property	3,500	22,273	-	-	-	-	-
Transfer In	1,169,589	1,093,000	1,155,500	1,078,000	1,078,000	78,000	78,000
Total Revenue	\$ 76,477,566	\$ 77,451,613	\$ 78,563,730	\$ 80,378,447	\$ 85,492,975	\$ 86,773,232	\$ 89,167,719
Expenditures							
Salaries and Wages							
Regular Salaries	\$ (20,537,598)	\$ (22,773,189)	\$ (31,397,008)	\$ (32,338,918)	\$ (33,309,086)	\$ (34,308,359)	\$ (35,337,610)
Overtime	(2,526,308)	(2,486,660)	(2,476,500)	(2,352,675)	(2,235,041)	(2,123,289)	(2,017,125)
Temporary and Hourly	(2,063,777)	(2,084,166)	(2,496,350)	(2,546,277)	(2,597,203)	(2,649,147)	(2,702,130)
Vacancy and Turnover Factor	-	-	7,015,155	5,962,882	5,068,450	4,308,183	3,661,956
Fringe Benefits and Taxes							
Health Insurance	(4,061,051)	(4,072,342)	(3,147,541)	(3,273,443)	(3,404,381)	(3,540,556)	(3,682,178)
Pension Normal Cost	(2,794,338)	(3,711,371)	(3,982,860)	(3,880,670)	(3,997,090)	(4,117,003)	(4,240,513)
Other Benefits	(1,847,499)	(2,047,814)	(2,138,549)	(2,245,476)	(2,357,750)	(2,475,638)	(2,599,420)
Pension Unfunded Liability	(3,440,819)	(5,734,837)	(5,834,244)	(6,913,000)	(7,308,000)	(7,583,000)	(7,855,000)
Additional Pension UAL	(962,368)	(840,023)	(1,026,376)	(562,707)	(367,237)	-	-
Operating Expenditures	(15,661,181)	(15,452,478)	(21,393,529)	(22,035,335)	(22,696,395)	(23,377,287)	(24,078,606)
Operating Factor	-	-	4,748,986	3,751,699	2,963,842	2,341,435	1,849,734
Capital Outlay	(420,682)	(1,538,668)	(1,266,050)	(1,304,032)	(1,343,153)	(1,383,448)	(1,424,951)
Debt Service	(64,584)	-	-	-	-	-	-
Internal Service Expense	(7,724,662)	(9,074,025)	(9,799,024)	(10,092,995)	(10,395,785)	(10,707,659)	(11,028,889)
Transfers Out to CIP	(5,718,746)	(3,240,000)	(4,862,000)	(5,007,860)	(5,158,096)	(5,312,839)	(5,472,224)
Transfers Out to Other Funds	(1,159,598)	(1,378,774)	(292,000)	(292,000)	(292,000)	(292,000)	(292,000)
Extraordinary Expense	(4,779,520)	-	-	-	-	-	-
Total Expenditures	\$ (73,762,731)	\$ (74,434,348)	\$ (78,347,890)	\$ (83,130,807)	\$ (87,428,925)	\$ (91,220,607)	\$ (95,218,956)
Operating Surplus/(Deficit)							
	2,714,835	3,017,265	215,840	(2,752,360)	(1,935,951)	(4,447,375)	(6,051,237)
Ending Balance	\$ 37,298,640	\$ 40,315,905	\$ 40,531,745	\$ 37,779,386	\$ 35,843,435	\$ 31,396,060	\$ 25,344,823

General Fund year-end projections, unassigned fund balances, and reserves							
	2023-24 year-end actuals	2024-25 year-end projection	2025-26 proposed budget	2026-27 forecast	2027-28 forecast	2028-29 forecast	2029-30 forecast
Strategic Pension Funding	\$ 2,288,532	\$ 1,670,009	\$ 658,280	\$ 95,573	\$ -	\$ -	\$ -
Emergency Contingency	11,134,689	11,165,153	11,752,184	12,469,622	13,114,339	13,151,938	6,301,031
Economic Stabilization	14,846,252	14,886,870	15,669,578	16,626,162	17,485,786	18,244,122	19,043,792
Unassigned	9,029,167	12,593,873	12,451,703	8,588,029	5,243,310	-	-
Total	\$ 37,298,640	\$ 40,315,905	\$ 40,531,745	\$ 37,779,386	\$ 35,843,435	\$ 31,396,060	\$ 25,344,823





Vacancy, recruitment, and retention analysis of full-time equivalent (FTE) personnel

Table 1: Vacancy rate by labor group as of May 19, 2025			
Employee group	Budgeted FTEs	Vacant FTEs	Vacancy rate
SEIU	153.25	22.75	14.85%
AFSCME	52.75	10	18.96%
POA	35	5	14.29%
PSA	9	0	0%
Confidential (Unrepresented)	8	2	25%
Management (Unrepresented)	30	3	10%
City Council	5	0	0%
Total vacancies	293	42.75	14.59%

Table 2: Vacancy rate by department as of May 19, 2025			
Department	Budgeted FTEs	Vacant FTEs	Vacancy rate
Administrative Services	29.48	6	20.35%
Community Development	35	10	28.57%
General Administration	18	1	5.56%
Library and Community Services	68.25	3.75	5.49%
Police	70	10	14.29%
Public Works	72.27	12	16.60%
Total vacancies	293	42.75	14.59%

Table 3: Recruitment activity for FTEs from July 1, 2024 – April 30, 2025	
Activity type	Total
Recruitments open to all candidates	21
Recruitments open to internal candidates only	3
Total recruitments*	24

*This number does not include four continuous recruitments for FTEs opened prior to July 1, 2024, or seven recruitments for temporary employees during the reporting period.

Table 4: Positions filled from July 1, 2024 – April 30, 2025

Methodology	Total
New hires	27
Promotions	15
Advancements in a flexibly-staffed job series	4
Total positions filled	46

Table 5: Employee turnover and retention from July 1, 2024 – April 30, 2025

Turnover type	Total employees
Number of promotions that created vacancies	12
Number of voluntary and involuntary separations that created vacancies	37
Retirements	6
Voluntary and involuntary separations other than retirement	31
Turnover rate*	14.58%
Retention rate†	87.33%

*Turnover rate is the number of voluntary separations divided by the average number of employees during the time period.

†Retention rate measures the retention of particular employees over the time period.

Table 6: Tenure of current FTE personnel

Years of service with Menlo Park	Total employees	Percentage
Less than 1 year	34	14.11%
1 – 5 years	68	28.22%
5 – 10 years	58	24.07%
10 – 20 years	51	21.16%
20+ years	30	12.45%
Average employee tenure	8.43 years	
Median employee tenure	6 years	

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR FISCAL
YEAR 2025–26**

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document and related written and oral information at the meetings held June 10 and 24, 2025, and the City Council having been fully advised in the matter and good cause appearing therefore; and

WHEREAS, City Council Procedure #21-024-CC, having been replaced by City Council Policy #CC-21-024, requires City Council action to enter into agreements or settle claims with aggregate annual payments in excess of \$93,000 for fiscal year 2025-26; however, expenditures in debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund exceed the annual aggregate of \$93,000 through contractual obligations or public health and safety necessity; and

WHEREAS, appropriations become effective July 1, 2025, and lapse June 30, 2026, with the exception of appropriations for capital improvement projects, multi-year studies, and notice of funding availability for housing. Due to the nature of these projects, which often span multiple fiscal years, unexpended funds are automatically carried forward to the following fiscal year as part of the budget and do not require re-appropriations by the City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Adopt the budget for the fiscal year 2025-26 as summarized in Exhibit A and as modified according to majority City Council direction; and
2. Authorize staff to adjust the city manager's proposed budget to incorporate changes in assumptions for the proposed budget, to incorporate changes directed by the City Council at budget adoption, true-up of estimated carry-over appropriations, and other minor clerical errors; and
3. Authorize the city manager or designee to transfer budget appropriations within funds and between departments, projects, and/or accounts including between personnel and operating expenditures within a single fund to accomplish the purposes as set forth in the budget document to ensure the efficient and effective administration of city services; and
4. Authorize the city manager or designee to make payments for services provided to the City in the categories of debt service on currently-issued debt, utilities, employee benefits, inter-governmental agreements and operating technological end-user hardware and subscription services included in the Information Technology Internal Service Fund, in excess of \$93,000 and up to the budgeted amount in fiscal year 2025-26; and
5. Authorize the city manager or designee, without increasing overall appropriations, to allow spending to exceed an individual line item up to the amount of the overall budget; make adjustments between categories or program budgets within a department or fund; move appropriations between General Fund departments up to one percent (1%) of the General Fund Adopted Budget; and add capital or non-capital projects for emergency repairs that do not increase overall appropriations and are within the City Manager's spending limits.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ___ day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits:

A. Fiscal year 2025-26 proposed budgeted fund balances

Fund	Fiscal year 2025-26 proposed budget		
	Revenues	Expenditures	Fund balance
100 - General Fund	\$ 78,563,730	\$ (78,347,890)	\$ 35,064,058
111 - Developer Special Revenue Fund	1,450,000	(1,000,000)	4,929,250
203 - Donations - Library and Community Services	206,000	(145,000)	306,306
211 - Heritage Tree	100,000	250,000	1,124,243
213 - CalRecycle SB1383 Local Grant	-	(98,232)	(31,228)
221 - Low and Moderate Income Housing	-	(14,000)	6,774,656
222 - Below Market Rate Housing	698,613	(750,885)	38,229,688
223 - Housing Federal Revenue Sharing	-	(4,000)	115,647
224 - Community Development Block Grant	-	(4,000)	1,397,368
252 - Childcare Food	60,000	(155,000)	(115,200)
253 - Belle Haven Child Development Center	1,568,000	(2,233,529)	(825,658)
254 - Preschool Quality Rating and Improvement System (QRIS)	14,000	(12,000)	1,353
256 - Recreation In-Lieu	440,000	-	542,070
258 - Coronavirus Response and Relief Supplemental Appropriations (CRRSA)	-	-	178,149
259 - Community Summer Enrichment Grant	-	-	10,826
304 - Belle Haven Community Campus	-	-	(272,094)
326 - Narcotic Seizure Fund	-	-	68,727
327 - Supplemental Law Enforcement Services Fund	100,000	(100,000)	399,075
328 - Downtown Parking Permits	-	(1,674,520)	2,347,749
329 - Office of Traffic Safety Grant (OTS)	70,000	-	60,581
331 - Alcoholic Beverage Control Grant (ABC)	-	-	3,090
332 - Bayfront Mitigation Fund	-	(1,837,500)	6,615,005
334 - Board of State and Community Corrections Wellness Grant (BCSS)	28,785	-	29,143
350 - Environmental Justice Program Implementation Fund	-	(250,000)	750,000
351 - Transportation Impact Fees	3,535,000	(1,973,000)	11,271,019
352 - Transportation Fund	-	-	470,450
353 - Downtown Public Amenity Fund	-	-	2,003,919
354 - Storm Drainage Fees	30,000	(65,000)	146,317
355 - Shuttle Program	1,109,126	(1,269,377)	(37,244)
356 - Measure A - San Mateo County Transportation Authority	1,480,000	(1,724,840)	731,436
357 - Highway Users Tax (Gas Tax)	990,861	(441,138)	3,764,006
358 - Landscape/Tree Assessment	1,181,150	(1,157,686)	838,373
359 - Sidewalk Assessment	342,451	(351,650)	687,974
360 - Measure M - City/County Association of Governments of San Mateo County	142,000	(142,000)	23,789
361 - Stormwater Management - National Pollutant Discharge Elimination System (NPDES)	375,100	(455,571)	345,473
362 - Construction Impact Fee Fund	850,000	(690,741)	7,957,357
363 - Measure W - San Mateo County Transportation Authority	550,000	(1,040,000)	1,337,447
364 - Road Maintenance and Rehabilitation (SB1)	924,763	(700,000)	943,052
365 - Landfill Post-Closure	1,000,000	(2,305,613)	5,877,862
368 - Bayfront Park Maintenance	-	-	8,080

Fund	Fiscal year 2025-26 proposed budget		
	Revenues	Expenditures	Fund balance
369 - In-lieu Payment for Community Amenities	-	(100,000)	35,210,000
394 - Communitywide Electrification Efforts	2,250,000	(4,340,000)	54,056
396 - California State Water Resource Board Arrearage Program	-	-	174,290
401 - Measure T - Menlo Park GO Bonds	2,185,248	(2,618,564)	6,088,989
501 - General Capital Improvement Fund	7,887,864	(5,297,655)	24,098,140
600 - Menlo Park Municipal Water Capital Fund	2,811,861	(5,630,411)	27,730,948
601 - Menlo Park Municipal Water Operations Fund	13,649,935	(11,997,865)	33,008,005
602 - Menlo Park Municipal Water Capacity Fund	150,000	-	378,337
610 - Solid Waste Service	665,000	(606,430)	4,190,249
701 - Workers' Compensation Internal Service Fund	1,054,800	(1,054,800)	(332,850)
702 - General Liability Insurance Internal Service Fund	2,392,569	(2,392,569)	(163,940)
703 - Other Post Employment Benefits Internal Service Fund	895,000	(895,000)	125,720
704 - Information Technology Internal Service Fund	5,816,046	(5,343,051)	2,217,135
705 - Vehicle Replacement Internal Service Fund	1,260,041	(3,610,041)	1,397,470
830 - Successor Agency to the Menlo Park Community Development Agency	4,903,250	(4,964,500)	(18,454,259)

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING AN APPROPRIATIONS LIMIT FOR THE CITY OF MENLO PARK
FOR THE 2025-26 FISCAL YEAR PURSUANT TO ARTICLE XIII B OF THE
CALIFORNIA CONSTITUTION**

WHEREAS, Article XIII B of the California Constitution (Proposition 4) provides for an annual appropriations limit for state and local governments beginning with the 1980-81 fiscal year, based on the 1978-79 appropriations, as adjusted for the changes in the cost of living or per capita personal income, population and other specified factors; and

WHEREAS, implementing legislation, which became effective Jan. 1, 1981, provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the year pursuant to Article III B at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, Proposition 111 subsequently amended Article XIII B of the California Constitution to provide for certain revisions in the population and inflation factors used in the calculation of the appropriations limit and to provide for a recalculation of the appropriation limit data for the fiscal years 1987-88 through 1990-91; and

WHEREAS, in accordance with applicable law, the appropriation limit for the City of Menlo Park for the 2025-26 fiscal year has been calculated to be \$86,471,711 using such revisions and recalculations; and

WHEREAS, Government Code §7910 provides that documentation used in the determination of the appropriations limit shall be available to the public at least 15 days before such meeting, and such documentation was made available to the public on the City's website by June 9, 2025;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council of Menlo Park hereby:

1. Selects to use the change in the California per capita income as the cost of living adjustment factor, and (b) elects to use the annual population change in the City of Menlo Park's population for calculating the population adjustment factor.
2. That the appropriations limit for fiscal year 2025-26 to be \$86,471,711 as detailed in the calculations set forth in Exhibit A.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ___ day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits

A. Appropriations limit for fiscal year 2025-26

**CITY OF MENLO PARK
APPROPRIATIONS LIMIT
FISCAL YEAR 2025-26**

	AMOUNT	SOURCE
A. PRIOR YEAR APPROPRIATIONS LIMIT	<u>\$ 81,525,202</u>	<u>Prior Year</u>
B. ADJUSTMENT FACTORS		
1. Population Change	0.9965	State Department of Finance
2. Cost of Living	1.0644	State Department of Finance
3. Combined Adjustment Factor	1.0607	(B1*B2)
Total Adjustment %	0.0607	(B3-1)
C. ANNUAL ADJUSTMENT	\$ 4,946,509	(B*A)
D. APPROPRIATIONS LIMIT - CURRENT YEAR	<u>\$ 86,471,711</u>	(A+C)
E. PROCEEDS OF TAXES SUBJECT TO LIMITATION		
Property Tax	38,430,379	2025-26 Proposed Budget
Sales and Use Tax	6,474,000	2025-26 Proposed Budget
Business License Tax	2,013,650	2025-26 Proposed Budget
Transient Occupancy Tax	15,469,749	2025-26 Proposed Budget
Special Assessments	2,528,548	2025-26 Proposed Budget
Interest Allocation	1,223,416	2025-26 Proposed Budget
	<u>\$ 66,139,742</u>	
F. AMOUNT UNDER/(OVER) LIMIT	\$ 20,331,969	(D-E)

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SALARY SCHEDULE EFFECTIVE JULY 13, 2025**

WHEREAS, pursuant to the Personnel System Rules, the city manager prepared a compensation plan; and

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the Service Employees' International Union, Local 521, and the City of Menlo Park, dated July 11, 2023, through June 30, 2026, which provides a three and one-half percent (3.5%) pay rate increase effective the beginning of the first full pay period following July 1, 2025; and,

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the Service Employees' International Union, Local 521, Temporary Employees Unit, and the City of Menlo Park, dated October 26, 2008, through October 22, 2011, which provides for a corresponding wage adjustment as outlined in the MOU for employees in the permanent SEIU unit; and,

WHEREAS, the salary schedule is being updated in accordance with the Memorandum of Understanding between the American Federation of State, County and Municipal Employees, Local 829, and the City of Menlo Park, dated Nov. 14, 2023, through June 30, 2026, which provides a three and one-half percent (3.5%) pay rate increase effective the beginning of the first full pay period following July 1, 2025; and,

WHEREAS, May 21, 2024, the City Council approved the first amendment to the employment agreement with Justin Murphy for city manager services, and the salary range is being modified to reflect the terms contained in the agreement, effective the beginning of the first full pay period following July 1, 2025.

NOW, THEREFORE BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6953 shall be superseded by this resolution.

BE IT FURTHER RESOLVED that the changes contained herein on Exhibit A and incorporated herein on Exhibit B shall be effective July 13, 2025.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ____ day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of June, 2025.

Judi A. Herren, City Clerk

Exhibits:

- A. Proposed salary schedule amendments
- B. Salary schedule effective July 13, 2025

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 92,352	\$ 96,070	\$ 101,819	\$ 106,910	\$ 112,255
Accountant I	\$ 95,584	\$ 100,364	\$ 105,383	\$ 110,652	\$ 116,184
Accountant II	\$ 99,840	\$ 104,832	\$ 110,074	\$ 115,678	\$ 121,357
Accountant II	\$ 103,334	\$ 108,501	\$ 113,927	\$ 119,623	\$ 125,604
Accounting Assistant I	\$ 64,897	\$ 68,142	\$ 71,549	\$ 75,126	\$ 78,882
Accounting Assistant I	\$ 67,168	\$ 70,527	\$ 74,053	\$ 77,755	\$ 81,643
Accounting Assistant II	\$ 69,889	\$ 73,383	\$ 77,052	\$ 80,905	\$ 84,950
Accounting Assistant II	\$ 72,335	\$ 75,951	\$ 79,749	\$ 83,737	\$ 87,923
Administrative Assistant	\$ 70,376	\$ 73,895	\$ 77,590	\$ 81,470	\$ 85,543
Administrative Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Assistant Engineer	\$ 112,235	\$ 117,847	\$ 123,739	\$ 129,926	\$ 136,422
Assistant Engineer	\$ 116,163	\$ 121,972	\$ 128,070	\$ 134,473	\$ 141,197
Assistant Planner	\$ 99,579	\$ 104,558	\$ 109,786	\$ 115,275	\$ 121,039
Assistant Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Assistant Transportation Planner	\$ 99,579	\$ 104,558	\$ 109,786	\$ 115,275	\$ 121,039
Assistant Transportation Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Associate Civil Engineer	\$ 124,706	\$ 130,941	\$ 137,488	\$ 144,362	\$ 151,580
Associate Civil Engineer	\$ 129,071	\$ 135,524	\$ 142,300	\$ 149,415	\$ 156,885
Associate Engineer	\$ 118,470	\$ 124,393	\$ 130,613	\$ 137,144	\$ 144,001
Associate Engineer	\$ 122,616	\$ 128,747	\$ 135,184	\$ 141,944	\$ 149,041
Associate Planner	\$ 110,643	\$ 116,175	\$ 121,984	\$ 128,083	\$ 134,487
Associate Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Associate Transportation Engineer	\$ 130,942	\$ 137,489	\$ 144,363	\$ 151,581	\$ 159,160
Associate Transportation Engineer	\$ 135,525	\$ 142,301	\$ 149,416	\$ 156,886	\$ 164,731
Associate Transportation Planner	\$ 110,643	\$ 116,175	\$ 121,984	\$ 128,083	\$ 134,487
Associate Transportation Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Building Custodian	\$ 65,010	\$ 68,261	\$ 71,674	\$ 75,258	\$ 79,021
Building Custodian	\$ 67,285	\$ 70,650	\$ 74,183	\$ 77,892	\$ 81,787
Building Inspector I	\$ 95,170	\$ 99,929	\$ 104,925	\$ 110,171	\$ 115,680
Building Inspector I	\$ 98,501	\$ 103,427	\$ 108,597	\$ 114,027	\$ 119,729
Building Inspector II	\$ 105,744	\$ 111,031	\$ 116,583	\$ 122,412	\$ 128,533
Building Inspector II	\$ 109,445	\$ 114,917	\$ 120,663	\$ 126,696	\$ 133,032
Business Manager	\$ 114,974	\$ 120,723	\$ 126,759	\$ 133,097	\$ 139,752
Business Manager	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,755	\$ 144,643
Chief Water Operator	\$ 106,774	\$ 112,112	\$ 117,718	\$ 123,604	\$ 129,784
Chief Water Operator	\$ 110,511	\$ 116,036	\$ 121,838	\$ 127,930	\$ 134,327
Child Care Teacher I	\$ 58,331	\$ 61,248	\$ 64,310	\$ 67,525	\$ 70,901
Child Care Teacher I	\$ 60,373	\$ 63,392	\$ 66,561	\$ 69,888	\$ 73,383
Child Care Teacher II	\$ 64,163	\$ 67,371	\$ 70,740	\$ 74,277	\$ 77,991
Child Care Teacher II	\$ 66,409	\$ 69,729	\$ 73,216	\$ 76,877	\$ 80,721
Child Care Teacher's Aide	\$ 42,775	\$ 44,914	\$ 47,160	\$ 49,518	\$ 51,994
Child Care Teacher's Aide	\$ 44,272	\$ 46,486	\$ 48,811	\$ 51,251	\$ 53,814
City Arborist	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374	\$ 136,843
City Arborist	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902	\$ 140,597
City Manager	\$ 215,745	Open Range		\$	\$ 316,500
City Manager	\$ 215,745	Open Range		\$	\$ 324,000
Code Enforcement Officer	\$ 89,882	\$ 94,376	\$ 99,095	\$ 104,050	\$ 109,253
Code Enforcement Officer	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Communications and Records Manager	\$ 135,724	\$ 142,510	\$ 149,636	\$ 157,117	\$ 164,973
Communications and Records Manager	\$ 140,474	\$ 147,498	\$ 154,873	\$ 162,616	\$ 170,747
Communications Dispatcher	\$ 96,348	\$ 101,165	\$ 106,223	\$ 111,534	\$ 117,111
Communications Dispatcher	\$ 99,720	\$ 104,706	\$ 109,941	\$ 115,438	\$ 121,210
Communications Training Dispatcher	\$ 101,165	\$ 106,223	\$ 111,534	\$ 117,111	\$ 122,967
Communications Training Dispatcher	\$ 104,706	\$ 109,941	\$ 115,438	\$ 121,210	\$ 127,271
Community Development Technician	\$ 77,450	\$ 81,323	\$ 85,389	\$ 89,658	\$ 94,141
Community Development Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Community Service Officer	\$ 74,001	\$ 77,701	\$ 81,586	\$ 85,665	\$ 89,948
Community Service Officer	\$ 76,591	\$ 80,421	\$ 84,442	\$ 88,663	\$ 93,096
Construction Inspector I	\$ 89,882	\$ 94,376	\$ 99,095	\$ 104,050	\$ 109,253
Construction Inspector I	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Construction Inspector II	\$ 100,457	\$ 105,480	\$ 110,754	\$ 116,292	\$ 122,107
Construction Inspector II	\$ 103,973	\$ 109,172	\$ 114,630	\$ 120,362	\$ 126,381
Contracts Specialist	\$ 78,145	\$ 82,052	\$ 86,155	\$ 90,463	\$ 94,986
Contracts Specialist	\$ 80,880	\$ 84,924	\$ 89,170	\$ 93,629	\$ 98,311
Custodial Services Supervisor	\$ 74,757	\$ 78,495	\$ 82,420	\$ 86,541	\$ 90,868
Custodial Services Supervisor	\$ 77,374	\$ 81,242	\$ 85,305	\$ 89,570	\$ 94,048
Deputy City Clerk	\$ 82,693	\$ 86,828	\$ 91,169	\$ 95,727	\$ 100,513
Deputy City Clerk	\$ 85,587	\$ 89,867	\$ 94,360	\$ 99,077	\$ 104,031
Emergency Preparedness Coordinator	\$ 113,889	\$ 119,583	\$ 125,562	\$ 131,840	\$ 138,432
Emergency Preparedness Coordinator	\$ 117,875	\$ 123,768	\$ 129,957	\$ 136,454	\$ 143,277
Engineering Technician I	\$ 82,742	\$ 86,879	\$ 91,223	\$ 95,784	\$ 100,573
Engineering Technician I	\$ 85,638	\$ 89,920	\$ 94,416	\$ 99,136	\$ 104,093
Engineering Technician II	\$ 91,935	\$ 96,532	\$ 101,359	\$ 106,427	\$ 111,748
Engineering Technician II	\$ 95,153	\$ 99,911	\$ 104,907	\$ 110,152	\$ 115,659
Enterprise Applications Administrator	\$ 130,599	\$ 137,128	\$ 143,985	\$ 151,184	\$ 158,743
Enterprise Applications Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Enterprise Applications Support Specialist I	\$ 98,464	\$ 103,387	\$ 108,556	\$ 113,984	\$ 119,683
Enterprise Applications Support Specialist I	\$ 101,910	\$ 107,006	\$ 112,355	\$ 117,973	\$ 123,872
Enterprise Applications Support Specialist II	\$ 109,651	\$ 115,134	\$ 120,891	\$ 126,936	\$ 133,283
Enterprise Applications Support Specialist II	\$ 113,489	\$ 119,164	\$ 125,122	\$ 131,379	\$ 137,948
Equipment Mechanic	\$ 83,070	\$ 87,223	\$ 91,584	\$ 96,163	\$ 100,971
Equipment Mechanic	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Executive Assistant	\$ 80,933	\$ 84,980	\$ 89,229	\$ 93,690	\$ 98,375
Executive Assistant	\$ 83,766	\$ 87,954	\$ 92,352	\$ 96,969	\$ 101,818
Executive Assistant to the City Manager	\$ 89,684	\$ 94,168	\$ 98,877	\$ 103,821	\$ 109,012
Executive Assistant to the City Manager	\$ 92,823	\$ 97,464	\$ 102,337	\$ 107,454	\$ 112,827

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Facilities Maintenance Technician I	\$ 68,622	\$ 72,053	\$ 75,656	\$ 79,439	\$ 83,411
Facilities Maintenance Technician I	\$ 71,024	\$ 74,575	\$ 78,304	\$ 82,219	\$ 86,330
Facilities Maintenance Technician II	\$ 75,846	\$ 79,638	\$ 83,620	\$ 87,801	\$ 92,191
Facilities Maintenance Technician II	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874	\$ 95,418
GIS Analyst I	\$ 96,226	\$ 101,037	\$ 106,089	\$ 111,393	\$ 116,963
GIS Analyst I	\$ 99,594	\$ 104,573	\$ 109,802	\$ 115,292	\$ 121,057
GIS Analyst II	\$ 110,333	\$ 115,850	\$ 121,642	\$ 127,725	\$ 134,111
GIS Analyst II	\$ 114,195	\$ 119,905	\$ 125,900	\$ 132,195	\$ 138,805
Gymnastics Instructor	\$ 46,665	\$ 48,998	\$ 51,448	\$ 54,020	\$ 56,721
Gymnastics Instructor	\$ 48,298	\$ 50,713	\$ 53,249	\$ 55,911	\$ 58,706
Human Resources Technician I	\$ 73,782	\$ 77,471	\$ 81,345	\$ 85,412	\$ 89,682
Human Resources Technician I	\$ 76,364	\$ 80,182	\$ 84,192	\$ 88,401	\$ 92,821
Human Resources Technician II	\$ 81,160	\$ 85,218	\$ 89,479	\$ 93,953	\$ 98,651
Human Resources Technician II	\$ 84,001	\$ 88,201	\$ 92,611	\$ 97,241	\$ 102,103
Information Technology Specialist I	\$ 80,562	\$ 84,590	\$ 88,819	\$ 93,260	\$ 97,923
Information Technology Specialist I	\$ 83,382	\$ 87,551	\$ 91,928	\$ 96,524	\$ 101,350
Information Technology Specialist II	\$ 89,513	\$ 93,980	\$ 98,688	\$ 103,622	\$ 108,893
Information Technology Specialist II	\$ 92,646	\$ 97,279	\$ 102,142	\$ 107,249	\$ 112,611
Junior Engineer	\$ 90,411	\$ 94,932	\$ 99,679	\$ 104,663	\$ 109,896
Junior Engineer	\$ 93,575	\$ 98,255	\$ 103,168	\$ 108,326	\$ 113,742
Junior Network & Systems Administrator	\$ 111,648	\$ 117,230	\$ 123,092	\$ 129,247	\$ 135,709
Junior Network & Systems Administrator	\$ 115,556	\$ 121,333	\$ 127,400	\$ 133,771	\$ 140,459
Librarian I	\$ 79,553	\$ 83,531	\$ 87,708	\$ 92,093	\$ 96,698
Librarian I	\$ 82,337	\$ 86,455	\$ 90,778	\$ 95,316	\$ 100,082
Librarian II	\$ 88,393	\$ 92,813	\$ 97,454	\$ 102,327	\$ 107,443
Librarian II	\$ 91,487	\$ 96,061	\$ 100,865	\$ 105,908	\$ 111,204
Library and Community Services Supervisor	\$ 101,251	\$ 106,313	\$ 111,629	\$ 117,210	\$ 123,071
Library and Community Services Supervisor	\$ 104,794	\$ 110,034	\$ 115,536	\$ 121,313	\$ 127,378
Library Assistant I	\$ 61,876	\$ 64,970	\$ 68,218	\$ 71,629	\$ 75,210
Library Assistant I	\$ 64,042	\$ 67,244	\$ 70,606	\$ 74,136	\$ 77,842
Library Assistant II	\$ 66,295	\$ 69,610	\$ 73,090	\$ 76,745	\$ 80,582
Library Assistant II	\$ 68,615	\$ 72,046	\$ 75,648	\$ 79,431	\$ 83,402
Library Assistant III	\$ 72,924	\$ 76,570	\$ 80,399	\$ 84,419	\$ 88,640
Library Assistant III	\$ 75,476	\$ 79,250	\$ 83,213	\$ 87,374	\$ 91,742
Literacy Program Manager	\$ 89,716	\$ 94,202	\$ 98,912	\$ 103,857	\$ 109,050
Literacy Program Manager	\$ 92,856	\$ 97,499	\$ 102,374	\$ 107,492	\$ 112,867
Maintenance Worker I	\$ 66,817	\$ 70,158	\$ 73,666	\$ 77,349	\$ 81,216
Maintenance Worker I	\$ 69,156	\$ 72,614	\$ 76,244	\$ 80,056	\$ 84,059
Maintenance Worker II	\$ 72,234	\$ 75,846	\$ 79,638	\$ 83,620	\$ 87,801
Maintenance Worker II	\$ 74,762	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874
Management Analyst I	\$ 99,982	\$ 104,981	\$ 110,232	\$ 115,743	\$ 121,531
Management Analyst I	\$ 103,482	\$ 108,656	\$ 114,090	\$ 119,794	\$ 125,784
Management Analyst I - Confidential	\$ 100,603	\$ 105,633	\$ 110,916	\$ 116,462	\$ 122,285
Management Analyst I - Confidential	\$ 104,124	\$ 109,331	\$ 114,798	\$ 120,538	\$ 126,565
Management Analyst II	\$ 114,974	\$ 120,723	\$ 126,759	\$ 133,097	\$ 139,752
Management Analyst II	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,755	\$ 144,643
Network Administrator	\$ 137,354	\$ 144,221	\$ 151,432	\$ 159,004	\$ 166,954
Network Administrator	\$ 142,161	\$ 149,269	\$ 156,732	\$ 164,569	\$ 172,798
Nutrition Services Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Nutrition Services Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451
Office Assistant	\$ 59,820	\$ 62,811	\$ 65,952	\$ 69,250	\$ 72,712
Office Assistant	\$ 61,914	\$ 65,009	\$ 68,260	\$ 71,674	\$ 75,257
Parking Enforcement Officer	\$ 64,751	\$ 67,989	\$ 71,388	\$ 74,957	\$ 78,705
Parking Enforcement Officer	\$ 67,017	\$ 70,369	\$ 73,887	\$ 77,580	\$ 81,460
Permit Manager	\$ 128,029	\$ 134,431	\$ 141,152	\$ 148,210	\$ 155,620
Permit Manager	\$ 132,510	\$ 139,136	\$ 146,093	\$ 153,397	\$ 161,067
Permit Technician	\$ 77,450	\$ 81,323	\$ 85,389	\$ 89,658	\$ 94,141
Permit Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Plan Check Engineer	\$ 124,706	\$ 130,941	\$ 137,488	\$ 144,362	\$ 151,580
Plan Check Engineer	\$ 129,071	\$ 135,524	\$ 142,300	\$ 149,415	\$ 156,885
Planning Technician	\$ 88,515	\$ 92,941	\$ 97,588	\$ 102,467	\$ 107,590
Planning Technician	\$ 91,613	\$ 96,194	\$ 101,004	\$ 106,053	\$ 111,356
Police Records Specialist	\$ 70,558	\$ 74,086	\$ 77,790	\$ 81,679	\$ 85,763
Police Records Specialist	\$ 73,028	\$ 76,679	\$ 80,513	\$ 84,538	\$ 88,765
Principal Planner	\$ 133,596	\$ 140,275	\$ 147,289	\$ 154,654	\$ 162,386
Principal Planner	\$ 138,272	\$ 145,185	\$ 152,444	\$ 160,067	\$ 168,070
Program Aide/Driver	\$ 42,226	\$ 44,337	\$ 46,554	\$ 48,882	\$ 51,326
Program Aide/Driver	\$ 43,704	\$ 45,889	\$ 48,183	\$ 50,593	\$ 53,122
Program Assistant	\$ 58,060	\$ 60,963	\$ 64,011	\$ 67,212	\$ 70,573
Program Assistant	\$ 60,092	\$ 63,097	\$ 66,251	\$ 69,564	\$ 73,043
Project Manager	\$ 114,265	\$ 119,978	\$ 125,977	\$ 132,276	\$ 138,890
Project Manager	\$ 118,264	\$ 124,177	\$ 130,386	\$ 136,906	\$ 143,751
Property and Court Specialist	\$ 74,086	\$ 77,790	\$ 81,680	\$ 85,764	\$ 90,052
Property and Court Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Public Works Supervisor - Facilities	\$ 117,080	\$ 122,934	\$ 129,081	\$ 135,535	\$ 142,311
Public Works Supervisor - Facilities	\$ 121,178	\$ 127,237	\$ 133,599	\$ 140,278	\$ 147,292
Public Works Supervisor - Fleet	\$ 114,419	\$ 120,140	\$ 126,147	\$ 132,454	\$ 139,077
Public Works Supervisor - Fleet	\$ 118,424	\$ 124,345	\$ 130,562	\$ 137,090	\$ 143,945
Public Works Supervisor - Parks	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Parks	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Streets	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Streets	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Trees	\$ 106,436	\$ 111,758	\$ 117,346	\$ 123,213	\$ 129,374
Public Works Supervisor - Trees	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Recreation Coordinator	\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,592	\$ 95,121
Recreation Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Revenue and Claims Manager	\$ 111,899	\$ 117,494	\$ 123,369	\$ 129,537	\$ 136,014
Revenue and Claims Manager	\$ 115,816	\$ 121,606	\$ 127,687	\$ 134,071	\$ 140,775
Senior Accountant	\$ 116,872	\$ 122,716	\$ 128,852	\$ 135,294	\$ 142,069
Senior Accountant	\$ 120,963	\$ 127,011	\$ 133,362	\$ 140,030	\$ 147,031
Senior Accounting Assistant	\$ 77,377	\$ 81,246	\$ 85,308	\$ 89,573	\$ 94,052
Senior Accounting Assistant	\$ 80,085	\$ 84,090	\$ 88,294	\$ 92,708	\$ 97,344
Senior Building Inspector	\$ 119,833	\$ 125,824	\$ 132,116	\$ 138,721	\$ 145,657
Senior Building Inspector	\$ 124,027	\$ 130,228	\$ 136,740	\$ 143,577	\$ 150,755
Senior Civil Engineer	\$ 152,065	\$ 159,668	\$ 167,652	\$ 176,034	\$ 184,836
Senior Civil Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Communications Dispatcher	\$ 107,940	\$ 113,305	\$ 118,970	\$ 124,918	\$ 131,164
Senior Communications Dispatcher	\$ 111,687	\$ 117,271	\$ 123,134	\$ 129,290	\$ 135,755
Senior Construction Inspector	\$ 111,142	\$ 116,699	\$ 122,534	\$ 128,660	\$ 135,093
Senior Construction Inspector	\$ 115,032	\$ 120,783	\$ 126,822	\$ 133,163	\$ 139,822
Senior Engineering Technician	\$ 98,830	\$ 103,772	\$ 108,961	\$ 114,409	\$ 120,129
Senior Engineering Technician	\$ 102,289	\$ 107,404	\$ 112,775	\$ 118,413	\$ 124,334
Senior Equipment Mechanic	\$ 92,099	\$ 96,704	\$ 101,539	\$ 106,616	\$ 111,947
Senior Equipment Mechanic	\$ 95,322	\$ 100,089	\$ 105,093	\$ 110,348	\$ 115,865
Senior Facilities Maintenance Technician	\$ 83,070	\$ 87,223	\$ 91,584	\$ 96,163	\$ 100,971
Senior Facilities Maintenance Technician	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior GIS Analyst	\$ 123,843	\$ 130,036	\$ 136,537	\$ 143,364	\$ 150,532
Senior GIS Analyst	\$ 128,178	\$ 134,587	\$ 141,316	\$ 148,382	\$ 155,801
Senior Human Resources Technician	\$ 89,276	\$ 93,740	\$ 98,427	\$ 103,348	\$ 108,516
Senior Human Resources Technician	\$ 92,401	\$ 97,021	\$ 101,872	\$ 106,965	\$ 112,314
Senior Library Assistant	\$ 79,890	\$ 83,884	\$ 88,079	\$ 92,482	\$ 97,107
Senior Library Assistant	\$ 82,686	\$ 86,820	\$ 91,161	\$ 95,719	\$ 100,505
Senior Maintenance Worker	\$ 83,070	\$ 87,223	\$ 91,584	\$ 96,163	\$ 100,971
Senior Maintenance Worker	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior Management Analyst	\$ 129,346	\$ 135,813	\$ 142,604	\$ 149,734	\$ 157,221
Senior Management Analyst	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Office Assistant	\$ 63,339	\$ 66,506	\$ 69,831	\$ 73,323	\$ 76,989
Senior Office Assistant	\$ 65,556	\$ 68,834	\$ 72,275	\$ 75,889	\$ 79,684
Senior Planner	\$ 121,707	\$ 127,792	\$ 134,182	\$ 140,891	\$ 147,936
Senior Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Police Records Specialist	\$ 74,086	\$ 77,790	\$ 81,680	\$ 85,764	\$ 90,052
Senior Police Records Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Senior Program Assistant	\$ 70,376	\$ 73,895	\$ 77,590	\$ 81,470	\$ 85,543
Senior Program Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Senior Project Manager	\$ 129,346	\$ 135,813	\$ 142,604	\$ 149,734	\$ 157,221
Senior Project Manager	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Sustainability Specialist	\$ 94,269	\$ 98,982	\$ 103,931	\$ 109,128	\$ 114,584
Senior Sustainability Specialist	\$ 97,568	\$ 102,446	\$ 107,569	\$ 112,947	\$ 118,594
Senior Transportation Engineer	\$ 152,065	\$ 159,668	\$ 167,652	\$ 176,034	\$ 184,836
Senior Transportation Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Transportation Planner	\$ 121,707	\$ 127,792	\$ 134,182	\$ 140,891	\$ 147,936
Senior Transportation Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Water System Operator	\$ 84,891	\$ 89,136	\$ 93,593	\$ 98,273	\$ 103,187
Senior Water System Operator	\$ 87,862	\$ 92,256	\$ 96,869	\$ 101,713	\$ 106,799
Sustainability Specialist	\$ 79,086	\$ 83,085	\$ 88,184	\$ 92,593	\$ 97,223
Sustainability Specialist	\$ 82,786	\$ 86,924	\$ 91,270	\$ 95,834	\$ 100,626
Systems Administrator	\$ 130,599	\$ 137,128	\$ 143,985	\$ 151,184	\$ 158,743
Systems Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Transportation Demand Management Coordinator	\$ 102,345	\$ 107,462	\$ 112,835	\$ 118,477	\$ 124,401
Transportation Demand Management Coordinator	\$ 105,927	\$ 111,223	\$ 116,784	\$ 122,624	\$ 128,755
Water Quality Specialist	\$ 88,751	\$ 93,189	\$ 97,848	\$ 102,740	\$ 107,877
Water Quality Specialist	\$ 91,857	\$ 96,451	\$ 101,273	\$ 106,336	\$ 111,653
Water System Operator I	\$ 69,457	\$ 72,930	\$ 76,577	\$ 80,406	\$ 84,426
Water System Operator I	\$ 71,888	\$ 75,483	\$ 79,257	\$ 83,220	\$ 87,381
Water System Operator II	\$ 77,174	\$ 81,033	\$ 85,085	\$ 89,339	\$ 93,806
Water System Operator II	\$ 79,875	\$ 83,869	\$ 88,063	\$ 92,466	\$ 97,089

City of Menlo Park
PROPOSED Temporary Employee Salary Schedule
Effective 7/13/25

Position Title	Minimum		Maximum
Communications Dispatcher - Per Diem	\$ 61.93	Open Range	\$ 61.93
Communications Dispatcher - Per Diem	\$ 64.10	Open Range	\$ 64.10
Intern	\$ 19.56	Open Range	\$ 23.90
Intern	\$ 20.24	Open Range	\$ 24.74
Library Clerk	\$ 19.88	Open Range	\$ 23.94
Library Clerk	\$ 20.58	Open Range	\$ 24.78
Library Page	\$ 17.10	Open Range	\$ 17.68
Library Page	\$ 17.70	Open Range	\$ 18.30
Maintenance Aide	\$ 20.91	Open Range	\$ 23.00
Maintenance Aide	\$ 21.64	Open Range	\$ 23.80
Maintenance Worker	\$ 32.12	Open Range	\$ 39.05
Maintenance Worker	\$ 33.25	Open Range	\$ 40.41
Office Assistant	\$ 28.76	Open Range	\$ 34.96
Office Assistant	\$ 29.77	Open Range	\$ 36.18
Recreation Leader	\$ 17.10	Open Range	\$ 17.68
Recreation Leader	\$ 17.70	Open Range	\$ 18.30
Recreation Specialist	\$ 18.64	Open Range	\$ 22.24
Recreation Specialist	\$ 19.29	Open Range	\$ 23.02
Senior Recreation Leader	\$ 17.42	Open Range	\$ 20.79
Senior Recreation Leader	\$ 18.03	Open Range	\$ 21.51

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 95,584	\$ 100,364	\$ 105,383	\$ 110,652	\$ 116,184
Accountant II	\$ 103,334	\$ 108,501	\$ 113,927	\$ 119,623	\$ 125,604
Accounting Assistant I	\$ 67,168	\$ 70,527	\$ 74,053	\$ 77,755	\$ 81,643
Accounting Assistant II	\$ 72,335	\$ 75,951	\$ 79,749	\$ 83,737	\$ 87,923
Administrative Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Administrative Services Director	\$ 197,733		Open Range		\$ 266,939
Assistant Administrative Services Director	\$ 158,186		Open Range		\$ 213,551
Assistant City Manager	\$ 217,506		Open Range		\$ 293,633
Assistant Community Development Director	\$ 158,186		Open Range		\$ 213,551
Assistant Engineer	\$ 116,163	\$ 121,972	\$ 128,070	\$ 134,473	\$ 141,197
Assistant Library and Community Services Director	\$ 158,186		Open Range		\$ 213,551
Assistant Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Assistant Public Works Director	\$ 158,186		Open Range		\$ 213,551
Assistant Public Works Director - Engineering	\$ 158,186		Open Range		\$ 213,551
Assistant Public Works Director - Maintenance	\$ 158,186		Open Range		\$ 213,551
Assistant Public Works Director - Transportation	\$ 158,186		Open Range		\$ 213,551
Assistant to the City Manager	\$ 138,413		Open Range		\$ 186,857
Assistant to the City Manager / City Clerk	\$ 138,413		Open Range		\$ 186,857
Assistant Transportation Planner	\$ 103,064	\$ 108,218	\$ 113,629	\$ 119,310	\$ 125,275
Associate Civil Engineer	\$ 129,071	\$ 135,524	\$ 142,300	\$ 149,415	\$ 156,885
Associate Engineer	\$ 122,616	\$ 128,747	\$ 135,184	\$ 141,944	\$ 149,041
Associate Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Associate Transportation Engineer	\$ 135,525	\$ 142,301	\$ 149,416	\$ 156,886	\$ 164,731
Associate Transportation Planner	\$ 114,516	\$ 120,241	\$ 126,253	\$ 132,566	\$ 139,194
Building Custodian	\$ 67,285	\$ 70,650	\$ 74,183	\$ 77,892	\$ 81,787
Building Inspector I	\$ 98,501	\$ 103,427	\$ 108,597	\$ 114,027	\$ 119,729
Building Inspector II	\$ 109,445	\$ 114,917	\$ 120,663	\$ 126,696	\$ 133,032
Building Official	\$ 148,299		Open Range		\$ 200,204
Business Manager	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,755	\$ 144,643
Chief Water Operator	\$ 110,511	\$ 116,036	\$ 121,838	\$ 127,930	\$ 134,327
Child Care Teacher I	\$ 60,373	\$ 63,392	\$ 66,561	\$ 69,888	\$ 73,383
Child Care Teacher II	\$ 66,409	\$ 69,729	\$ 73,216	\$ 76,877	\$ 80,721
Child Care Teacher's Aide	\$ 44,272	\$ 46,486	\$ 48,811	\$ 51,251	\$ 53,814
City Arborist	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902	\$ 140,597
City Clerk	\$ 138,413		Open Range		\$ 186,857
City Councilmember*	n/a		Annual Rate		\$ 11,400
City Manager	\$ 215,745		Open Range		\$ 324,000
Code Enforcement Officer	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Communications and Records Manager	\$ 140,474	\$ 147,498	\$ 154,873	\$ 162,616	\$ 170,747
Communications Dispatcher	\$ 99,720	\$ 104,706	\$ 109,941	\$ 115,438	\$ 121,210
Communications Training Dispatcher	\$ 104,706	\$ 109,941	\$ 115,438	\$ 121,210	\$ 127,271
Community Development Director	\$ 197,733		Open Range		\$ 266,939
Community Development Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Community Service Officer	\$ 76,591	\$ 80,421	\$ 84,442	\$ 88,663	\$ 93,096
Construction Inspector I	\$ 93,028	\$ 97,679	\$ 102,563	\$ 107,692	\$ 113,077
Construction Inspector II	\$ 103,973	\$ 109,172	\$ 114,630	\$ 120,362	\$ 126,381
Contracts Specialist	\$ 80,880	\$ 84,924	\$ 89,170	\$ 93,629	\$ 98,311
Custodial Services Supervisor	\$ 77,374	\$ 81,242	\$ 85,305	\$ 89,570	\$ 94,048
Deputy City Clerk	\$ 85,587	\$ 89,867	\$ 94,360	\$ 99,077	\$ 104,031
Deputy City Manager	\$ 197,733		Open Range		\$ 266,939
Deputy Community Development Director - Housing	\$ 148,299		Open Range		\$ 200,204
Economic Development Manager	\$ 138,413		Open Range		\$ 186,857
Emergency Preparedness Coordinator	\$ 117,875	\$ 123,768	\$ 129,957	\$ 136,454	\$ 143,277
Engineering Services Manager	\$ 148,299		Open Range		\$ 200,204
Engineering Technician I	\$ 85,638	\$ 89,920	\$ 94,416	\$ 99,136	\$ 104,093
Engineering Technician II	\$ 95,153	\$ 99,911	\$ 104,907	\$ 110,152	\$ 115,659
Enterprise Applications Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Enterprise Applications Support Specialist I	\$ 101,910	\$ 107,006	\$ 112,355	\$ 117,973	\$ 123,872
Enterprise Applications Support Specialist II	\$ 113,489	\$ 119,164	\$ 125,122	\$ 131,379	\$ 137,948
Equipment Mechanic	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Executive Assistant	\$ 83,766	\$ 87,954	\$ 92,352	\$ 96,969	\$ 101,818
Executive Assistant to the City Manager	\$ 92,823	\$ 97,464	\$ 102,337	\$ 107,454	\$ 112,827
Extra Help Retired Annuitant	\$ 31,200		Open Range		\$ 249,600
Facilities Maintenance Technician I	\$ 71,024	\$ 74,575	\$ 78,304	\$ 82,219	\$ 86,330
Facilities Maintenance Technician II	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874	\$ 95,418
Finance and Budget Manager	\$ 148,299		Open Range		\$ 200,204
Finance Director	\$ 197,733		Open Range		\$ 266,939
GIS Analyst I	\$ 99,594	\$ 104,573	\$ 109,802	\$ 115,292	\$ 121,057
GIS Analyst II	\$ 114,195	\$ 119,905	\$ 125,900	\$ 132,195	\$ 138,805
Gymnastics Instructor	\$ 48,298	\$ 50,713	\$ 53,249	\$ 55,911	\$ 58,706
Housing & Economic Development Manager	\$ 138,413		Open Range		\$ 186,857
Housing Manager	\$ 138,413		Open Range		\$ 186,857
Human Resources Director	\$ 197,733		Open Range		\$ 266,939
Human Resources Manager	\$ 148,299		Open Range		\$ 200,204
Human Resources Technician I	\$ 76,364	\$ 80,182	\$ 84,192	\$ 88,401	\$ 92,821
Human Resources Technician II	\$ 84,001	\$ 88,201	\$ 92,611	\$ 97,241	\$ 102,103
Information Technology Manager	\$ 148,299		Open Range		\$ 200,204
Information Technology Specialist I	\$ 83,382	\$ 87,551	\$ 91,928	\$ 96,524	\$ 101,350
Information Technology Specialist II	\$ 92,646	\$ 97,279	\$ 102,142	\$ 107,249	\$ 112,611
Internal Services Manager	\$ 148,299		Open Range		\$ 200,204
Junior Engineer	\$ 93,575	\$ 98,255	\$ 103,168	\$ 108,326	\$ 113,742
Junior Network & Systems Administrator	\$ 115,556	\$ 121,333	\$ 127,400	\$ 133,771	\$ 140,459

City of Menlo Park
Salary Schedule - Effective 7/13/2025

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Librarian I	\$ 82,337	\$ 86,455	\$ 90,778	\$ 95,316	\$ 100,082
Librarian II	\$ 91,487	\$ 96,061	\$ 100,865	\$ 105,908	\$ 111,204
Library and Community Services Director	\$ 197,733	Open Range			\$ 266,939
Library and Community Services Manager	\$ 148,299	Open Range			\$ 200,204
Library and Community Services Supervisor	\$ 104,794	\$ 110,034	\$ 115,536	\$ 121,313	\$ 127,378
Library Assistant I	\$ 64,042	\$ 67,244	\$ 70,606	\$ 74,136	\$ 77,842
Library Assistant II	\$ 68,615	\$ 72,046	\$ 75,648	\$ 79,431	\$ 83,402
Library Assistant III	\$ 75,476	\$ 79,250	\$ 83,213	\$ 87,374	\$ 91,742
Literacy Program Manager	\$ 92,856	\$ 97,499	\$ 102,374	\$ 107,492	\$ 112,867
Maintenance Worker I	\$ 69,156	\$ 72,614	\$ 76,244	\$ 80,056	\$ 84,059
Maintenance Worker II	\$ 74,762	\$ 78,501	\$ 82,425	\$ 86,547	\$ 90,874
Management Analyst I	\$ 103,482	\$ 108,656	\$ 114,090	\$ 119,794	\$ 125,784
Management Analyst I - Confidential	\$ 104,124	\$ 109,331	\$ 114,798	\$ 120,538	\$ 126,565
Management Analyst II	\$ 118,998	\$ 124,948	\$ 131,196	\$ 137,755	\$ 144,643
Network Administrator	\$ 142,161	\$ 149,269	\$ 156,732	\$ 164,569	\$ 172,798
Nutrition Services Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451
Office Assistant	\$ 61,914	\$ 65,009	\$ 68,260	\$ 71,674	\$ 75,257
Parking Enforcement Officer	\$ 67,017	\$ 70,369	\$ 73,887	\$ 77,580	\$ 81,460
Permit Manager	\$ 132,510	\$ 139,136	\$ 146,093	\$ 153,397	\$ 161,067
Permit Technician	\$ 80,161	\$ 84,169	\$ 88,378	\$ 92,796	\$ 97,436
Plan Check Engineer	\$ 129,071	\$ 135,524	\$ 142,300	\$ 149,415	\$ 156,885
Planning Commissioner*	n/a	Annual Rate			\$ 2,400
Planning Manager	\$ 148,299	Open Range			\$ 200,204
Planning Technician	\$ 91,613	\$ 96,194	\$ 101,004	\$ 106,053	\$ 111,356
Police Chief	\$ 217,506	Open Range			\$ 293,633
Police Commander	\$ 197,733	Open Range			\$ 266,939
Police Corporal (2080 hours)	\$ 131,394	\$ 137,964	\$ 144,862	\$ 152,105	\$ 159,710
Police Corporal (2184 hours)	\$ 137,964	\$ 144,862	\$ 152,105	\$ 159,710	\$ 167,696
Police Officer (2080 hours)†	\$ 122,086	\$ 128,190	\$ 134,600	\$ 141,330	\$ 148,397
Police Officer (2184 hours)†	\$ 128,190	\$ 134,599	\$ 141,330	\$ 148,396	\$ 155,817
Police Records Specialist	\$ 73,028	\$ 76,679	\$ 80,513	\$ 84,538	\$ 88,765
Police Recruit	n/a	Hourly Rate			\$ 94,180
Police Sergeant (2080 hours)	\$ 151,103	\$ 158,658	\$ 166,591	\$ 174,921	\$ 183,667
Police Sergeant (2184 hours)	\$ 158,658	\$ 166,591	\$ 174,920	\$ 183,667	\$ 192,850
Principal Planner	\$ 138,272	\$ 145,185	\$ 152,444	\$ 160,067	\$ 168,070
Program Aide/Driver	\$ 43,704	\$ 45,889	\$ 48,183	\$ 50,593	\$ 53,122
Program Assistant	\$ 60,092	\$ 63,097	\$ 66,251	\$ 69,564	\$ 73,043
Project Manager	\$ 118,264	\$ 124,177	\$ 130,386	\$ 136,906	\$ 143,751
Property and Court Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Public Engagement Manager	\$ 148,299	Open Range			\$ 200,204
Public Works Director	\$ 197,733	Open Range			\$ 266,939
Public Works Superintendent	\$ 148,299	Open Range			\$ 200,204
Public Works Supervisor - Facilities	\$ 121,178	\$ 127,237	\$ 133,599	\$ 140,278	\$ 147,292
Public Works Supervisor - Fleet	\$ 118,424	\$ 124,345	\$ 130,562	\$ 137,090	\$ 143,945
Public Works Supervisor - Parks	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Streets	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Public Works Supervisor - Trees	\$ 110,162	\$ 115,670	\$ 121,453	\$ 127,526	\$ 133,902
Recreation Coordinator	\$ 80,996	\$ 85,045	\$ 89,298	\$ 93,763	\$ 98,451
Revenue and Claims Manager	\$ 115,816	\$ 121,606	\$ 127,687	\$ 134,071	\$ 140,775
Senior Accountant	\$ 120,963	\$ 127,011	\$ 133,362	\$ 140,030	\$ 147,031
Senior Accounting Assistant	\$ 80,085	\$ 84,090	\$ 88,294	\$ 92,708	\$ 97,344
Senior Building Inspector	\$ 124,027	\$ 130,228	\$ 136,740	\$ 143,577	\$ 150,755
Senior Civil Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Communications Dispatcher	\$ 111,687	\$ 117,271	\$ 123,134	\$ 129,290	\$ 135,755
Senior Construction Inspector	\$ 115,032	\$ 120,783	\$ 126,822	\$ 133,163	\$ 139,822
Senior Engineering Technician	\$ 102,289	\$ 107,404	\$ 112,775	\$ 118,413	\$ 124,334
Senior Equipment Mechanic	\$ 95,322	\$ 100,089	\$ 105,093	\$ 110,348	\$ 115,865
Senior Facilities Maintenance Technician	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior GIS Analyst	\$ 128,178	\$ 134,587	\$ 141,316	\$ 148,382	\$ 155,801
Senior Human Resources Technician	\$ 92,401	\$ 97,021	\$ 101,872	\$ 106,965	\$ 112,314
Senior Library Assistant	\$ 82,686	\$ 86,820	\$ 91,161	\$ 95,719	\$ 100,505
Senior Maintenance Worker	\$ 85,977	\$ 90,276	\$ 94,789	\$ 99,529	\$ 104,505
Senior Management Analyst	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Office Assistant	\$ 65,556	\$ 68,834	\$ 72,275	\$ 75,889	\$ 79,684
Senior Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Police Records Specialist	\$ 76,679	\$ 80,513	\$ 84,539	\$ 88,766	\$ 93,204
Senior Program Assistant	\$ 72,839	\$ 76,481	\$ 80,306	\$ 84,321	\$ 88,537
Senior Project Manager	\$ 133,873	\$ 140,567	\$ 147,595	\$ 154,975	\$ 162,723
Senior Sustainability Specialist	\$ 97,568	\$ 102,446	\$ 107,569	\$ 112,947	\$ 118,594
Senior Transportation Engineer	\$ 157,387	\$ 165,257	\$ 173,520	\$ 182,196	\$ 191,305
Senior Transportation Planner	\$ 125,967	\$ 132,265	\$ 138,878	\$ 145,822	\$ 153,114
Senior Water System Operator	\$ 87,862	\$ 92,256	\$ 96,869	\$ 101,713	\$ 106,799
Sustainability Manager	\$ 138,413	Open Range			\$ 186,857
Sustainability Specialist	\$ 82,786	\$ 86,924	\$ 91,270	\$ 95,834	\$ 100,626
Systems Administrator	\$ 135,169	\$ 141,928	\$ 149,024	\$ 156,476	\$ 164,299
Transportation Demand Management Coordinator	\$ 105,927	\$ 111,223	\$ 116,784	\$ 122,624	\$ 128,755
Transportation Director	\$ 197,733	Open Range			\$ 266,939
Transportation Manager	\$ 148,299	Open Range			\$ 200,204
Water Quality Specialist	\$ 91,857	\$ 96,451	\$ 101,273	\$ 106,336	\$ 111,653
Water System Operator I	\$ 71,888	\$ 75,483	\$ 79,257	\$ 83,220	\$ 87,381
Water System Operator II	\$ 79,875	\$ 83,869	\$ 88,063	\$ 92,466	\$ 97,089

Annual Salaries based on 2080 hours per year except where set by contract or noted

*Elected and appointed officials are not City employees.

†Per Section 13.2.3 of the POA MOU, Police Officers at Step A as of February 9,

2025 will remain at their current salary rate of \$116,272 (2080 hours) / \$122,086

(2184 hours) until their six-month anniversary.

Position Title	Minimum	Maximum
Communications Dispatcher - Per Diem	\$64.10	Open Range
Intern	\$20.24	Open Range
Library Clerk	\$20.58	Open Range
Library Page	\$17.70	Open Range
Maintenance Aide	\$21.64	Open Range
Maintenance Worker	\$33.25	Open Range
Office Assistant	\$29.77	Open Range
Police Officer - Reserve	\$58.70	Open Range
Recreation Leader	\$17.70	Open Range
Recreation Specialist	\$19.29	Open Range
Senior Recreation Leader	\$18.03	Open Range

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO
EXTEND THE SOLID WASTE AND WATER RATE ASSISTANCE PROGRAM**

WHEREAS, as of June 16, 2020, the City Council adopted Resolution No. 6563 to support the black lives matter movement, which emphasizes inclusion and equity within the community through City policies and services; and

WHEREAS, to promote equity and support Menlo Park's diverse community, establishing a rate assistance program helps low-income households to cover basic living expenses; and

WHEREAS, some rate assistance programs, such as Pacific Gas & Electricity (PG&E) California Alternative Rate Energy (CARE) program, offer a monthly minimum discount of 20% on gas and electricity; and

WHEREAS, due to the COVID-19 pandemic and solid waste and water rate increases, some residential customers may be financially impacted; and

WHEREAS, Aug. 25, 2020, during a study session, the City Council supported establishment of a rate assistance program for solid waste rates at a 20% discount; and

WHEREAS, Sept. 8, 2020, during a study session, the City Council supported establishment of a rate assistance program for Menlo Park Municipal Water customers; and

WHEREAS, Dec. 8, 2020, the City Council adopted Resolution No. 6605, which established the rate assistance program, appropriated \$164,000 from the general fund, and provided a timeframe for the program of Jan. 1, 2021, through June 30, 2021, and

WHEREAS, Jan. 1, 2021, Recology's new solid waste rates went into effect; and

WHEREAS, April 27, 2021, the City Council received an update about extending the pilot program for fiscal year 2021-22; and

WHEREAS, May 11, 2021, the City Council adopted Resolution No. 6625, which approved Menlo Park Municipal Water rate increases for the next five years between July 1, 2021, and June 30, 2026; and

WHEREAS, June 22, 2021, the City Council adopted Resolution No. 6638, which extended the solid waste and water rate assistance program to June 30, 2022; and

WHEREAS, July 1, 2021, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2022, Recology's new solid waste rates went into effect; and

WHEREAS, June 28, 2022, the City Council adopted Resolution No. 6755, which extended the solid waste and water rate assistance program to June 30, 2023; and

WHEREAS, July 1, 2022, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2023, Recology's new solid waste rates went into effect; and

WHEREAS, June 27, 2023, the City Council adopted Resolution No. 6845, which extended the solid waste and water rate assistance program to June 30, 2024; and

WHEREAS, July 1, 2023, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2024, Recology's new solid waste rates went into effect; and

WHEREAS, June 25, 2024, the City Council adopted Resolution No. 6916, which extended the solid waste and water rate assistance program to June 30, 2025; and

WHEREAS, July 1, 2024, new Menlo Park Municipal Water rates went into effect; and

WHEREAS, Jan. 1, 2025, Recology's new solid waste rates went into effect; and

WHEREAS, July 1, 2025, new Menlo Park Municipal Water rates are scheduled to be in effect.

NOW, THEREFORE BE IT RESOLVED, the program shall be comprised of the following timeframe, discount, and qualifications unless modified by the City Council by resolution:

1. Timeframe: Continue July 1, 2025 and end June 30, 2026;
2. Discount: Monthly 20% discount for solid waste rates and a monthly fixed discount equal to 50% of the 5/8-inch meter service charge for water rates; and
3. Qualifications: Households must meet the following criteria to receive the discount:
 - Must be enrolled in PG&E CARE program;
 - Submit most recent PG&E bill to verify CARE enrollment. Address on PG&E bill must be the same as the address on solid waste and water bills, but names may be different;
 - Submit most recent Recology and/or Menlo Park Municipal Water bills to receive applicable discounts; and
 - Re-certify eligibility according to the PG&E CARE program enrollment expiration date. Re-certification will vary, depending on when the household applies to CARE.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ___ day of June, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of June, 2025.

Judi A. Herren, City Clerk

2025-26 AWARD AUTHORITY AND BID REQUIREMENTS

City Council Policy No. CC-21-024

Adopted December 14, 2021

Resolution No. 6704



Purpose			
Pursuant to the City Council adopted policy CC-21-024, this memo establishes the award authority and bid requirements for the 2025-26 fiscal year.			
Award Authority and Bid Requirements			
Category	Amount	Approving authority	Bid requirement
Goods, general services, and professional services	Less than \$46,500	City Manager Designee	Written quotations
	\$46,501 to \$93,000/year (up to 3 years)	City Manager	Informal bid
	\$93,001 to \$200,000	City Council	Informal bid
	Greater than \$200,000		Formal bid
Public projects	Less than \$75,000	City Manager Designee	Informal bid/force account
	\$75,001 to \$93,000	City Manager	
	\$93,001 to \$220,000	City Council	Informal bid
	Greater than \$220,000		Formal bid
Claims settlement	Up to \$93,000	City Manager	N/A
	\$93,001 or greater	City Council	
Award Authority and Bid Requirements History			
City Manager’s signature authority last updated July 1, 2025. Uniform Public Construction Cost Accounting Act last updated January 1, 2025 (AB 2192).			